

**Wittenberg University Defined Contribution Retirement Plan  
Annual Automatic Enrollment Notice  
and  
Qualified Default Investment Alternative Notice**

The Wittenberg University Defined Contribution Retirement Plan contains an automatic enrollment provision and a Qualified Default Investment Alternative (QDIA) provision. All current participants in the plan are required to be notified annually of the plan's automatic enrollment provision and qualified default investment alternative. In addition, all new employees who are eligible to participate in the defined contribution account under the plan must also be notified of each provision upon first becoming eligible to participate in the plan.

**New Hires**

You can participate in the Supplemental Retirement Account (SRA) portion of the plan on the first day of the month on or after your date of hire, and the Defined Contribution (DC) portion of the plan on the first day of the month after you are credited with a year of service, or earlier if certain requirements are met. When you first start participating in the Defined Contribution portion of the plan, 5 percent of your compensation will be contributed, on a pre-tax basis, to an account for your benefit unless you elected otherwise. This contribution is called an automatic enrollment contribution. You can make a change to the 5 percent contribution amount, including reducing such amount to zero, at any time. If you make a change to the automatic enrollment percentage prior to the date you begin participating in the Defined Contribution portion of the plan, the change that you make will apply. You must contribute at least 2 percent of your compensation to receive a matching contribution of 5 percent of your plan compensation from the University. Your plan compensation will generally mean your base wages and overtime.

Your automatic enrollment contributions to the plan will not be subject to federal income tax at the time such amounts are contributed to the plan, and will continue to grow in the plan on a tax-free basis. Your automatic enrollment contributions and earnings will be subject to federal income tax only when distributed to you. You will automatically be fully vested in all amounts contributed to the plan.

**Current Employees**

If you are currently participating in the Defined Contribution portion of the plan and have changed the 5 percent automatic enrollment, including reducing the amount to zero, the automatic enrollment provision no longer applies to you and you will not be automatically re-enrolled. However, this notice is to inform you that if you have not made a change to your automatic enrollment election, 5 percent of your compensation will continue to be taken from your pay on a pre-tax basis and contributed to the plan until you make a change. Changes to your automatic enrollment election will be made as soon as administratively possible.

**How Will Your Contributions Be Invested**

The QDIA is to inform you of how your contributions under the plan(s) for Wittenberg University may be invested and how such contributions will continue to be invested if you have not provided complete instructions. At the time of your enrollment you were given the option to invest your contributions to the plan, and the University's contributions, in any of the plan's available investment options. If you did not elect to direct the investment of these contributions made on your benefit to the plan, such contributions were invested in one of the plan's default fund. The plan's default investment fund is the Nuveen Lifecycle Fund that is appropriate for your retirement age. All amounts invested in the default investment fund will continue to be invested in the default investment fund appropriate for your retirement age (assuming you retire at age 65) unless you direct the investment of your account into one of the plan's other investment options.

As with all mutual funds, the principal value of the Nuveen Lifecycle Fund isn't guaranteed. Also, please note that the target retirement date of the Nuveen Lifecycle Fund that your account has been invested in is the approximate date that you are expected to retire and begin withdrawing from the plan, which is assumed to be age 65. Your personal situation will dictate when you're eligible to take a distribution from your account, not necessarily the target date of the Lifecycle Fund you're invested in.

The Nuveen Lifecycle Funds are listed below as well as a link to the [Lifecycle Funds Fact Sheet](#). The Nuveen Lifecycle Funds are professionally managed and automatically adjust over time to become more conservative as your retirement date approaches.

| Investment Name        | Gross / Net Expense Charge | Ticker Symbol |
|------------------------|----------------------------|---------------|
| Lifecycle 2010 Fund    | 0.52%/ 0.37%               | TCTIX         |
| Lifecycle 2015 Fund    | 0.53%/ 0.38%               | TCNIX         |
| Lifecycle 2020 Fund    | 0.53%/ 0.39%               | TCWIX         |
| Lifecycle 2025 Fund    | 0.55%/ 0.40%               | TCYIX         |
| Lifecycle 2030 Fund    | 0.57%/ 0.41%               | TCRIX         |
| Lifecycle 2035 Fund    | 0.60%/0.42%                | TCIIX         |
| Lifecycle 2040 Fund    | 0.63%/0.43%                | TCOIX         |
| Lifecycle 2045 Fund    | 0.65%/ 0.44%               | TTFIX         |
| Lifecycle 2050 Fund    | 0.66%/0.45%                | TFTIX         |
| Lifecycle 2055 Fund    | 0.67%/0.45%                | TTRIX         |
| Lifecycle 2060 Fund    | 0.69%/0.45%                | TLXNX         |
| Lifecycle 2065 Fund    | 0.96%/0.45%                | TSFTX         |
| Retirement Income Fund | 0.56%/0.37%                | TLRIX         |

\*Approximate

### Salary Deferral Election Changes

If you wish to change or stop the amount of your automatic enrollment election, please contact the University's Human Resources Department at [hure-mail@wittenberg.edu](mailto:hure-mail@wittenberg.edu) or 937-327-7517.

### How You Can Change the Way Your Contributions are Being Invested

You have the right to change the investment allocation of your account at any time. You can elect to direct the investment of your existing balances and future contributions to any of the plan's available investment options. This includes being able to transfer out of the plan's designated default option(s) to another investment option available in the plan. If you have been defaulted into the designated default option(s) and you do not provide complete investment instructions, your contributions and existing balance will continue to be invested in the designated option(s).

To change how your account is invested, among the plan's offered investment choices, you can contact TIAA at **800-842-2252**. Consultants are available **weekdays 8a to 10p (ET), Saturday 9a to 6p (ET)**, or by accessing your account online at [www.tiaa.org/wittenberg](http://www.tiaa.org/wittenberg).

### Additional Information

Please review the Summary Plan Description (SPD) located on the Wittenberg Faculty & Staff Teams page > HR channel > Required Notices folder > TIAA Retirement Plan for more information about this plan, including your withdrawal and distribution options. If you desire a paper copy of the SPD, please contact the Human Resources office at [hure-mail@wittenberg.edu](mailto:hure-mail@wittenberg.edu) or 937-327-7517.

A list of the Plan's available investment options and a copy of the prospectus or information statement for each fund may be obtained from [www.tiaa.org/wittenberg](http://www.tiaa.org/wittenberg).

Distributions from tax-deferred plans before age 59½, severance from employment, death, or disability may be prohibited, limited, and/or subject to substantial tax penalties. Different restrictions may apply to other types of plans.

### Contact information

If you have questions or would like to obtain updated information on fee expenses, a more detailed explanation of the default option(s), or more information about the other investment options, please visit [www.tiaa.org/wittenberg](http://www.tiaa.org/wittenberg) or contact TIAA at **800-842-2252**. If you have any questions concerning this notice please contact DeAnna Sullivan, Associate Director of Human Resources, at [dsullivan@wittenberg.edu](mailto:dsullivan@wittenberg.edu) or (937) 327-7519.