

Brandeis University Defined Contribution Retirement Plan 403(b) Universal Availability Notice

Brandeis University provides employees with the opportunity to save for retirement through the “Brandeis University Defined Contribution Retirement Plan for Faculty, Professional, and Administrative Employees” and the “Brandeis University Defined Contribution Plan for Non-Exempt Employees” (the “Plan”). If you are eligible, the Plan allows you to make **voluntary** pre-tax contributions through payroll deduction to a retirement account.

Whether you want to enroll in the Plan, or you are already enrolled but wish to change the amount of your deferral, you can accomplish your goal by filling out our “Salary Reduction Agreement and Authorization of Investment Carrier(s) Agreement” and a TIAA-CREF and/or Fidelity Investments enrollment form. You can obtain a copy of the salary reduction agreement, enrollment form and information about the plan from the Benefits section of the Office of Human Resources, by calling x64459, or on the website at: <http://www.brandeis.edu/humanresources/forms.html>.

Eligibility

All regular staff, postdoctoral fellows, and faculty employees of Brandeis University are eligible to make **voluntary** pre-tax contributions to the applicable Plan.

Contributions

The Internal Revenue Code limits the amount you can contribute to the Plan each year. This includes voluntary and any required pre-tax contributions you make to the Plan. For 2011, the limit under all plans of this type is generally \$16,500. If you are age 50 or older in 2011, you may contribute an additional \$5,500 “catch-up contribution”, for a maximum of \$22,000.

As a reminder, the limit applies to all elective deferrals made on your behalf to certain other plans, such as a 403(b), 401(k), Keough or SIMPLE plans. So if you are (or were) also a participant in another 403(b), 401(k), Keough or SIMPLE plan during the year, you are responsible for tracking and reporting the amount of all of your contributions to the plans so that the total amount of all your contributions to all plans in which you participate do not exceed the limit.

Note also that the sum of all of your voluntary contributions, required contributions, and Brandeis matching contributions to the Plan are generally limited to the lesser of \$49,000 or 100% of your compensation in 2011. But note that the additional \$5,500 catch-up contribution is not subject to this dollar limit.

Enrollment

At anytime, you may start **voluntary** contributions to the Plan. Once you are enrolled, you can change the amount of your **voluntary** contributions and your investment allocations at any time. However, you may only sign up to four “Salary Reduction Agreement and Authorization of Investments Carrier(s) Agreement” per calendar year.

More Information

For further details, or if you have questions, please refer to the Summary Plan Description or contact Derek Gregoire, Senior Benefits Specialist, at x64459 or gregoire@brandeis.edu.