



William Marsh Rice University Defined Contribution Retirement Plan
ADMINISTRATOR SELECTION FORM

BY THIS AGREEMENT, made between _____, Employee Number _____, PRINT NAME

E_____, and WILLIAM MARSH RICE UNIVERSITY, the Parties agree: Effective on or after the **first day** of _____, 20____, I hereby direct that my Rice Retirement Plan contributions be directed to the following administrator(s) in the following percentages:

Please indicate your contribution allocation by adding the percentage next to the administrator:

Administrator Selection

- _____ % to **TIAA**
- _____ % to **Fidelity Investments**
- 100 % **Total**

Total must equal 100% and any allocation **must be in increments of 5%.**¹

¹ The following are examples of allowable contribution allocations:

- Example 1: TIAA 100% & Fidelity 0%
- Example 2: TIAA 50% & Fidelity 50%
- Example 3: TIAA 25% & Fidelity 75%
- Example 4: TIAA 0% & Fidelity 100%

The specific investment funds in which the employer contributions will be invested must be designated by the employee with either or both administrators (TIAA and/or Fidelity Investments). Once your account has been established, you may change your investment allocation at any time online or by calling the administrator directly:

- TIAA = www.tiaa.org or 800-842-2776
- Fidelity Investments = netbenefits.fidelity.com or 800-343-0860

Contributions will default 100% into an age-appropriate Vanguard Lifecycle Fund administered by Fidelity Investments or TIAA based upon on the employee’s hire or re-hire date.

Employee Signature

Date

Please send the completed form via email to benefits@rice.edu, campus mail to Benefits at MS 92 or fax to 713-348-5479.