

December 21, 2009

Dear CUNY Employee:

**Re: The City University of New York Voluntary Savings Plans – Universal Availability Notice**

You have an option to supplement your retirement savings by enrolling in your employer sponsored Tax Deferred Annuity (TDA) Plans. Your TDA contributions are deducted biweekly from your paycheck on a pretax basis, allowing you to reduce your current federal and New York State income taxes. You may elect to enroll in the plan at any time and change your deferral percentage two times per year or three times if it is a change to zero percentage by completing a new salary reduction agreement form. You may not contribute to more than one 403(b) TDA plan at a time.

You elect the amount of your contributions, up to federal limits, and where to invest these contributions amongst the many available investment funds.

- Federal law allows tax deferred savings up to \$16,500 in 2010.
- If you are age 50 or over, you may contribute an additional \$5,500 in 2010, for a maximum of \$22,000.
- If you have 15 years or more years of full-time service in CUNY, you may be eligible for a catch-up contribution of an additional \$3,000 in 2010. You must obtain a calculation from your plan provider regarding eligibility for this 15 years of service catch-up provision.
- If you are also a participant in another 403(b) plan, your combined contributions to all the plans in 2010 cannot exceed \$16,500. You are responsible for tracking and reporting the amounts of your contributions to all your employers.

Please keep in mind that your classification and job title determines your eligibility in the TDA plan.

**a) *The following TDA plans are available to all employees in the Executive Compensation Plan, Instructional Staff and Classified Managerial Staff.***

- **Teachers Insurance Annuity Associate-College Retirement Equities Fund (TIAA-CREF)** 1-800-842-2776, [www.tiaa-cref.org/cuny](http://www.tiaa-cref.org/cuny)
- **Halliday Financial Group** 1-800-786-1598, [www.hallidayfinancial.com/data](http://www.hallidayfinancial.com/data) is the broker representing the following funds:
  1. Lincoln Life & Annuity Co.
  2. Oppenheimer
  3. American Century
  4. Vanguard
  5. Franklin/Templeton
  6. American Funds

**b) *The following TDA plan is available to all Classified Civil Service Staff employees.***

- **MetLife** 1-800-560-5001, [www.metlife.com](http://www.metlife.com)

c) *The following TDA plan is available only to employees who are members of the TRS pension plan.*

- **New York City Teachers' Retirement System (TRS)** 1-888-869-2877, [www.trs.nyc.ny.us](http://www.trs.nyc.ny.us)

Other Savings Plans:

- **NYS Deferred Compensation Plan (457)** 1-800-422-8463, [www.nysdcp.com](http://www.nysdcp.com) – *Available to all employees.* Federal law allows tax deferred savings up to \$16,500 in 2010. If you are age 50 or over, you may contribute an additional \$5,500 in 2010, for a maximum of \$22,000. To do this, you must complete an Age 50 and Over Catch-Up Form. You may also be eligible to make additional contributions during the three consecutive years prior to your Retirement Catch Up age. Please contact the plan for additional information.

There are no coordination limits between the 457(b) and the 403(b) plans. Therefore, you can contribute the maximum to each plan.

- **City of New York's 401(k) Retirement Plan** [www.nyc.gov/olr](http://www.nyc.gov/olr) – *Available only to Community College employees.* Federal law allows tax deferred savings up to \$16,500 in 2010. If you are age 50 or over, you may contribute an additional \$5,500 in 2010, for a maximum of \$22,000. You may choose to contribute to the 457(b) or the 401(k), or both, for a combined deferral of \$33,000 for 2010. However, if you are participating in the 401(k) and the 403(b) the combined deferral limit is a maximum of \$22,000 if you are age 50 or over.

You may elect to take one of the following actions:

- a. If you are currently contributing to any of the TDA plans and would like to change your deferral percentage, you must complete a new salary reduction agreement form and submit it to your College Benefits Officer for processing.
- b. If you are enrolling in a TDA plan for the first time, contact your College Benefits Officer for enrollment and Salary Reduction Agreement forms or online instructions.
- c. If you are currently enrolled and wish to contribute the same **bi-weekly** amount in 2010, no action on your part is necessary unless you are currently contributing additional monies under the 15 year rule.

For further details and information, please contact your College Benefits Officer.

Sincerely,



Leslie E. Williams  
University Director of Employee Benefits

cc: Vice Chancellor Gloriana Waters

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