

**ERISA Memorandum
on Form 5500 for Qualified Plans**

April 2004



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New York NY 10017-3206

Benefit plans subject to the Employee Retirement Income Security Act of 1974 (ERISA) just file Annual Return/Reports (Form 5500). This Memorandum provides filing suggestions for institutions using TIAA-CREF fixed and variable annuities and mutual funds provided through TIAA-CREF under their 401(a), 403(a), or 401(k) qualified plan for plan years that began on January 1, 2003 or later.¹

Don't forget...

- You have to file a separate Form 5500 for each retirement plan by the last day of the seventh month following the close of the plan year. This deadline may be extended for a period of up to two-and-a-half months or, under certain circumstances, to the period in which you obtain an extension for filing your institution's federal tax return. See the Form 5500 instructions, page 4, for more details.
- You will need an accountant's opinion if your plan is a "large plan," generally defined as a plan that covered 100 or more participants as of the beginning of the plan year. See the Form 5500 instructions, page 7, for more details on which plans are "large plans" and which plans are "small plans" for Form 5500 reporting purposes.
- You should keep copies of the completed Annual Return/Report on file for review by any participant on request.
- Depending on your plan, you may have to file as many as nine schedules including: Schedule A (Insurance Information); Schedule C (Service Provider Information); Schedule D (DFE/Participating Plan Information) as a participating plan if the plan offers the TIAA Real Estate Account as a funding option; Schedule G (Financial Transaction Schedules); Schedule H (Large Plan and DFE Financial Information) if your plan is a "Large Plan" or, Schedule I (Small Plan Financial Schedule) if your plan is a "Small Plan"; Schedule P (Annual Return of Fiduciary of Employee Benefit Trust); Schedule R (Retirement Plan Information); Schedule SSA (Statement Identifying Separated Participants With Deferred Vested Benefits); and Schedule T (Qualified Pension Plan Coverage Information). We supply much of the information for these schedules, especially for Schedules A, H and I. The information for TIAA-CREF contracts can be downloaded from TIAA-CREF's website at www.tiaa-cref.org/administrators/index.

¹ *This ERISA Memorandum provides general guidelines for completing Form 5500 and its schedules for qualified retirement plans using TIAA-CREF fixed and variable annuities and mutual funds provided through TIAA-CREF. You should not use it to file the Form 5500 for 403(b) retirement plans and tax-deferred annuity plans. If you have a 403(b) plan, you can access, print and/or download a memorandum for 403(b) Plans from our website at www.tiaa-cref.org/administrators/index*

- You must file the completed Form 5500 with the Department of Labor (“DOL”) Pension and Welfare Benefits Administration (“PWBA”) as specified in the Form 5500 instructions, page 5, under “Where To File.” Form 5500 is in two versions: a version that is completed on a computer (and which can be electronically filed or filed by mail or private delivery service); and a version that can be completed by hand or typewriter (which can *only* be filed by mail or private delivery service). The computer version requires special software that is obtained from a service provider working with the DOL. See the DOL’s Web page at www.efast.dol.gov for details. The handwritten or typewritten version requires forms obtained directly from the DOL. Call 800 829-3676 for these forms. These hand- or typewritten forms are machine readable and photocopies of them will not be accepted.

Specific guidelines for completing the forms begin on page 3.

Note: The amounts to be entered in the schedules attached to Form 5500 for premiums, accumulations, etc., are provided to you in reports prepared by TIAA-CREF. These amounts are rounded to a different number of places after the decimal point than are the figures for unit values that may be used by your auditors to substantiate the amounts that we provide. This difference in the number of places after the decimal point may result in very minor variances between the results of your auditors’ calculations and the amounts that we provide.

The suggested guidelines and information in this Memorandum represent TIAA-CREF’s current understanding of Department of Labor regulations and DOL/IRS/PBGC instructions for completion of Annual Return/Report forms as they relate to qualified retirement plans funded by TIAA-CREF. We suggest that you seek the advice of legal counsel if questions exist regarding the applicability of particular ERISA filing requirements to a specific benefit plan, or items on the Annual Return/Report forms. TIAA-CREF’s Consultants will be glad to be of assistance by working with you and your legal counsel.

FORM 5500

Part I Annual Report Identification Information

- If the plan has a plan year other than the calendar year or if the plan year is less than 12 months, enter the beginning and ending dates of the plan year in the spaces provided at the beginning of the form.
- Item A (1) through (4)
- Item B Check (2) A single-employer plan.
(1) through (4)
- Item C Do not check any boxes unless this Form 5500 is the first or final one filed for the plan, an amended Form 5500, or a Form 5500 for a period of fewer than 12 months.
- Item D Do not check the box unless your plan is collectively bargained.
- Item D Do not check the box unless you are filing under an extension of time to file this Form 5500. See the Form 5500 Instructions at page 4 for more details.

Part II Basic Plan Information

- Item 1**
- 1a Enter the name of the plan. For example “ABC Institution Defined Contribution Retirement Plan.”
- 1b Enter the three-digit number that you have assigned to your plan for reporting. This number should be included in the plan’s Summary Plan Description.
- 1c Enter the date on which the plan first became effective.
- Item 2**
- 2a Enter the name and address of your institution.
- 2b Enter the Employer Identification Number (EIN) assigned to your institution by the Internal Revenue Service (IRS). This number is also used on the W-2 forms that are filed by your institution with the IRS.
- 2c Enter your institution’s telephone number. The number listed should be for someone who can handle an inquiry from the DOL or IRS.
- 2d Enter the applicable Business Activity Code from pages 59-61 of the Form 5500 instructions. The code for “Educational Services” is 611000.
- Signature The plan administrator should sign and date the form on both lines or, if no plan administrator has been named, the individual at the institution who is authorized to complete and submit the Form 5500 should sign and date the form.

Item 3

- 3a Enter the title and address of the individual at your institution who has been designated as the plan administrator. If the plan administrator is the institution, enter "Same."
- 3b Enter the EIN assigned to your plan administrator. If the IRS has not assigned an EIN to the plan administrator, you should apply for one on Form SS-4, available at most IRS and Social Security Administration offices. (According to the instructions accompanying Form 5500, if an employee of the sponsoring employer is designated as the plan administrator in the plan document, an EIN must be obtained for the plan administrator for reporting purposes. The institution's EIN cannot be used.) If the institution is the plan administrator, leave blank.
- 3c Enter the telephone number of the plan administrator or, if no plan administrator has been named, leave blank.

Item 4a, b and c

Make an entry only if there has been a change in the name and/or EIN of your institution since filing the previous year's Form 5500: give in (a) the name and in (b) the EIN as they existed prior to the change, and also provide in (c) the plan number.

Item 5

This section is optional. It is suggested that you leave it blank unless you use a paid preparer to prepare the Form 5500.

NOTE: The following suggestions for answering questions 6 and 7 do not apply to all plans. They assume that you file Schedule SSA and that you do not adjust financial information to remove accounts of terminated employees from the amounts reported as plan assets. If you remove accounts of terminated employees from plan assets, you should consult your own advisors regarding questions 6 and 7.

Item 6

Enter the appropriate number of participants as of the beginning of the plan year.

Item 7

- 7a Enter the appropriate information as of the end of the plan year. "Active participants" include any individuals who are currently in employment covered by a plan and who are earning or retaining credited service under a plan. This category includes any individuals who are eligible to elect to have the employer make payments to a Code section 401(k) qualified cash or deferred arrangement. Active participants also include any nonvested individuals or are earning or retaining credited service under a plan. This category does not include (a) nonvested former employees who have incurred the break in service period specified in the plan or (b) former employees who have received a "cash-out" distribution or deemed distribution of their entire nonforfeitable accrued benefit.
- 7b Enter "0." This question refers to welfare benefit plans.

- 7c Enter appropriate number. This number includes any participants that terminated during the plan year with an account balance.
- 7d Enter appropriate total.
- 7e Enter appropriate number. This number includes any participants who died during the plan year.
- 7f Enter appropriate total.
- 7g Enter the total number of participants with account balances.
- 7h Enter the appropriate number.
- 7i Enter the number of former employees with account balances here. A Schedule SSA should be included in the 5500 filing for these former employees. For further guidance, see Q & A 6 of the 5500 AUDIT QUESTIONS AND ANSWERS, in *A GUIDE TO FILING FORM 5500 FOR QUALIFIED ERISA PLANS*.

Item 8

Check box a “Pension benefits.” Do not check box b and/or box c.

If applicable, you enter code “2C” which is the code for “Defined contribution - Money purchase other than target benefits.” Age- and/or service-weighted plans should enter code “2A”; profit-sharing plans should enter code “2E”; and Target Benefit Plans should enter code “2B.” All plans should enter code “2G,” which is the code for a “Total participant-directed account Plan,” unless your plan has allocation options (other than TIAA-CREF annuities and mutual funds) that are not participant-directed, in which case, you enter code “2H.” If the plan is a participant-directed plan that meets the requirements of ERISA Section 404(c), enter code “2F.” 401(k) plans should also enter code “2J.” Additionally, plans that have matching contributions subject to code Section 401(m) should enter code “2K,” and plans using a prototype plan document should enter code “3E or 3F.”

Item 9

- 9a Check (1) Insurance and (3) Trust.
- 9b Check (1) Insurance and (3) Trust.

Item 10

- 10a Check all appropriate boxes. Box 3 and box 4 should not be checked. Check box 5 only if you are a plan that reports on terminated participants and are filing a Schedule SSA.
- 10b Check either box 1 (Financial Information) or box 2 (Financial Information-Small Plan), depending on the status of your plan.

Check box 3 (Insurance Information); enter the number of Schedules A attached (usually one unless the plan is funded with insurance contracts in addition to those provided by TIAA-CREF).

Check box 4 if a service provider was paid \$5,000 or more and/or an accountant for the plan was terminated. Small plans should not check this box.

Check box 5 and file Schedule D, if your plan had participants with accumulations in the TIAA Real Estate Account.

You must check box 6 and complete schedule G if lines 4b, 4c, or 4d of Schedule H are answered “Yes.”

Check box 7 and file Schedule P if your plan also has a trust.²

² Institutions with plans that include a trust or other funding arrangement in addition to TIAA-CREF annuity and mutual fund contracts should consult their legal counsel regarding the proper entry.

SCHEDULE A

Insurance Information

Filed together with Form 5500

Schedule A requires you to provide financial data for your plan. TIAA-CREF provides you with the actual line item entries in the Filing Summary for Form 5500 sheet that can be downloaded from our website at <http://www.tiaa-cref.org/administrators/index>. If your accountant would like to verify our calculations, please call (888) 842-7782 to obtain worksheets and instructions which can be used to derive line entries using the CREF, TIAA Real Estate Account, and mutual fund financial information enclosed with this Form 5500 Memorandum. NOTE: If your plan offers other carriers or other funding vehicles not provided by TIAA-CREF, you should consult your legal or tax advisors for assistance in calculating line entries incorporating plan financial data from all carriers and accounts.

If the plan has a plan year other than the calendar year, enter the beginning and ending dates of the plan year in the spaces provided at the top of the Schedule. In Section A enter the name of the plan (same as line 1a of the Form 5500.) In Section B enter the 3-digit plan number (same as line 1b of the Form 5500.) In Section C enter the plan sponsor's name (same as line 2a of the Form 5500.) In Section D enter the Employer Identification Number (same as line 2b of the Form 5500).

Part I Information Concerning Insurance Contact Coverage, Fees and Commissions

Item 1

- (a) Enter "TIAA-CREF."
- (b) Enter 13-1624203 [TIAA EIN].
- (c) Enter 69345 [TIAA NAIC Code].
- (d) TIAA-CREF individual policies are grouped as a unit for purposes of this report. Enter the number from Part I, Line 1 D on the Filing Summary for Schedule A.
- (e) Enter the number of staff members who were participating in your plan at the end of the plan year and for whom you remitted premiums to TIAA-CREF. Enter the number from Part I, Line 1 E on the Filing Summary for Schedule A.
- (f) Enter N/A, because separate contracts or certificates covering individual employees are grouped.
- (g) Do not make an entry.

Item 2 (page one)

Totals

Enter "0" for both Amount of commissions paid, and Fees paid/Amount.

Item 2 (page two)

Do not make an entry for items (a), (b), (c), (d) or (e).

Part II Investment and Annuity Contract Information

Item 3

Do not make an entry.

Item 4

Enter the year-end value of accumulations in the CREF and TIAA Real Estate Accounts and mutual funds provided through TIAA-CREF, which is the number on Part II, Line 4 on the Filing Summary for Schedule A.

Item 5

- (a) Enter "See attached sheet(s) entitled 'Rate Basis.'" Attach copies of the appropriate Rate Basis sheet(s) which are included at the end of these instructions. For retirement plans that use only Group Retirement Annuities, attach only the Rate Basis sheet entitled "Group Retirement Annuities."
- (b) Enter the amount of TIAA premiums applied for the plan year, which is the number on Part II, Line 5B on the Filing Summary for Schedule A. Do not include premiums applied to the TIAA Real Estate Account.
- (c) Do not make an entry.
- (d) Do not make an entry.
- (e) Check box (1).
- (f) Check **only** if your plan is terminating and you are distributing the contracts or certificates in order to make the distributions required under your plan.

Item 6

Do not make an entry.

Part III Welfare Benefit Contract Information

Leave all parts blank.

SCHEDULE B

Actuarial Information

Schedule B (Actuarial Information) only applies to defined benefit plans and is not part of this Form 5500 filing.

SCHEDULE C

Service Provider Information

Schedule C (Service Provider Information) should only be submitted if your plan is a large plan that paid \$5,000 or more to a service provider. TIAA-CREF may be a service provider for this purpose.

Schedule C must also be completed if your plan is a large plan and you terminated your plan's accountant during the plan year.

NOTE: These Instructions assume that TIAA-CREF is the only provider of investment options under your plan. If your plan offers additional carriers or funding vehicles, you should consult your legal or tax advisors for further assistance.

Instructions for completing Schedule C.

If the plan has a plan year other than the calendar year, enter the beginning and ending dates of the plan year in the spaces provided at the top of the Schedule. In Section A enter the name of the plan (same as line 1a of the Form 5500). In Section B enter the 3-digit plan number (same as line 1b of the Form 5500). In Section C enter the plan sponsor's name (same as line 2a of the Form 5500). In Section D enter the Employer Identification Number (same as line 2b of the Form 5500).

Part I Service Provider Information

Item 1

Enter the total amount of compensation paid by the plan to all persons who were paid less than \$5,000. Do not include: (a) employees of the plan sponsor who did not receive direct or indirect compensation from the plan; (b) employees of a business entity other than the plan sponsor; (c) persons whose only compensation consists of insurance fees and commissions listed in Schedule A.

Item 2

This item requires you to report information on up to 40 service providers, including the contract administrator, who received \$5,000 or more in compensation. Do not include: (a) employees of the plan whose only compensation from the plan was less than \$1,000 of each month of employment during the plan year; (b) employees of the

plan sponsor who did not receive direct or indirect compensation from the plan; (c) employees of a business entity other than the plan sponsor; (d) persons whose only compensation consists of insurance fees and commissions listed in Schedule A. Information about the contract administrator must be entered on page 1 (a) through (g) of this Schedule. If you do not have a contract administrator, leave this section (a) through (g) blank and proceed to (a) in the middle of the page to enter information about a service provider who is **not** the contract administrator. Service providers should be listed in the order of compensation, with the most highly compensated reported first. You may need to attach additional schedules to list all service providers.

- (a) Enter the service provider's name.
- (b) Enter the EIN of the service provider named in (a). If the service provider is an individual, enter the EIN of the individual's employer.
- (c) Indicate the service provider's position with the plan (e.g., employee, attorney).
- (d) Enter the service provider's relationship to the employer (e.g., employee, vice-president).
- (e) Enter the salary or allowance paid to the service provider.
- (f) Enter fees and commissions paid to the service provider.
- (g) Enter the applicable codes that describe the type of services provided from page 31 of the Form 5500 Schedule C instructions.

Part II Termination Information on Accountants and Enrolled Actuaries

Complete this section if there was a termination in the appointment of an accountant or enrolled actuary.

SCHEDULE D

DFE/Participating Plan Information

If your plan has participants with accumulations in the TIAA Real Estate Account (“REA”) you will need to file Schedule D (DFE/Participating Plan Information). The REA is a pooled separate account (“PSA”) of TIAA, an insurance company, and is therefore a DFE for Form 5500 reporting purposes. TIAA, on behalf of the REA, will file a Form 5500 directly with the DOL, and this will permit plans with assets in the Real Estate Account to follow the instructions applicable to plans with assets in a DFE that does such a direct filing.

NOTE: These Instructions assume that TIAA-CREF is the only provider of investment options under your plan. If your plan offers additional carriers or funding vehicles, you should consult your legal or tax advisors for further assistance.

If the plan has a plan year other than the calendar year, enter the beginning and ending dates of the plan year in the spaces provided at the top of the Schedule. In Section A enter the name of the plan (same as line 1a of the Form 5500). In Section B enter the 3-digit plan number (same as line 1b of the Form 5500). In Section C enter the plan sponsor’s name (same as line 2a of the Form 5500). In Section D enter the Employer Identification Number (same as line 2b of the Form 5500).

Part I Information on Interests in MTIAs, CCTs, PSAs, and 103-12 IEs
(to be completed by plans and DFEs)

- Item (a) Enter “TIAA Real Estate Account.”
- Item (b) Enter “TIAA.”
- Item (c) Enter 13-1624203 as the EIN and 004 as the PN.
- Item (d) Enter P.
- Item (e) Enter the value of the plan’s interest in the REA as of the end of the plan year, which is the number on Line E on the Filing Summary for Schedule D.

Part II Information on Participants Plans (to be completed by plans and DFEs)

Do not make an entry in Part II.

SCHEDULE E
ESOP Annual Information

Schedule E (ESOP Annual Information) only applies to employee stock ownership plans and is not part of this Form 5500 filing.

SCHEDULE G
Financial Transaction Schedules

Schedule G (Financial Transaction Schedules) is only filed by large plans if they indicate that they have engaged in the transactions described in Part IV of Schedule H (Financial Information) lines 4b, 4c, or 4d. If your plan is funded solely by TIAA-CREF contracts, you should be able to answer “no” in lines 4b, 4c, and 4d and you will not file a Schedule G. All other plan sponsors should consult their own advisors with respect to these lines and Schedule G.

SCHEDULE H

Financial Information

Filed together with Form 5500

Schedule H requires you to provide financial data for your plan. TIAA-CREF provides you with the actual line item entries in the Filing Summary for Form 5500 sheet that can be downloaded from our website at <http://www.tiaa-cref.org/administrators/index>. If your accountant would like to verify our calculations, please call (888) 842-7782 to obtain worksheets and instructions which can be used to derive line entries using the CREF Account, TIAA Real Estate Account, and mutual funds financial information that is enclosed with this Form 5500 Memorandum. NOTE: If your plan offers other carriers or other funding vehicles not provided through TIAA-CREF, you should consult your legal or tax advisors for assistance in calculating line entries incorporating plan financial data from all carriers and accounts.

We've sent you two different sets of financial data. If you have more than 100 plan participants, use the data for filing a Schedule H. If you have less than 100 plan participants, use the data for filing a Schedule I. *Note: Our records track only those employees who participate in products provided through TIAA-CREF, not those who participate in other carriers' products or funding vehicles. It is, therefore, critically important that your participant count is accurate, so that you can file the correct form for your plan. Please also carefully review the data selecting only the portions that are appropriate for your filing.*

You can also download from our secure Administrator Web Center the *ERISA Data for Qualified Plans*, a collection of detailed reports. The Participant Register shows each participant's opening and closing accumulations, contributions, and non-premium transactions by account. The *Participant Register Summaries* (three in total) provide the same information as the *Participant Register* without the individual participant details. One summary is for individuals for whom premiums were paid during the plan year, a separate summary is for individuals who were paid up (or non-premium paying) during the plan year, and the third summary combines both premium paying and paid up individuals, showing the institution's totals by account. Also included is the *Applied Non-premium Transaction* report, which elaborates by account and participant the information provided on the non-premium transactions' column of the *Participant Register*.

The information you enter on the Form 5500 should reflect all of your plan's participants — those for whom you paid premiums to TIAA-CREF and those for whom contributions were not made during the plan year, but who are still in your plan.

NOTE: These Instructions assume that TIAA-CREF is the only provider of investment options under your plan. If your plan offers additional carriers or funding vehicles, you should consult your legal or tax advisors for further assistance.

Instructions for completing Schedule H.

If the plan has a plan year other than the calendar year, enter the beginning and ending dates of the plan year in the spaces provided at the top of the Schedule. In Section A enter the name of the plan (same as line 1a of the Form 5500). In Section B enter the 3-digit plan number (same as line 1b of the Form 5500). In Section C enter the plan sponsor's name (same as line 2a of the Form 5500). In Section D enter the Employer Identification Number (same as line 2b of the Form 5500).

Part I Asset and Liability Statement

Item 1

Provide the requested financial information for the beginning of the plan year in column (a) and the end of the plan year in column (b).

- a Provide the requested information about any non-interest-bearing cash held as a plan asset.
- b (1) – (3) For accrual basis filers, report receivables that are due but have not been received by the plan. For cash basis filers, there should be no entries.
- c (1) Add the figures for OPENING BALANCE and CLOSING BALANCE taken from the Forfeiture Summary, to any similar information for plan assets other than TIAA and CREF.
- c (2) – (7) Provide the requested information for any plan assets other than TIAA and CREF.
- c (8) If you are funded exclusively through TIAA-CREF, do not make an entry. Though your participants may have taken loans, those loans are from TIAA Traditional Annuities, which are not reported as assets for purposes of this Schedule.
- c (9) Provide the requested information for any plan assets other than TIAA and CREF.
- c (10) Enter the OPENING TIAA Real Estate Account (REA) TOTAL from the Filing Summary for Schedule H in column (a) and the CLOSING REA TOTAL in column (b). If the plan has any assets in the REA, the opening REA total should be the same as the closing REA total from last year's filing. (If you made adjustments to the closing REA total last year, be sure to make the same adjustments to the opening REA total this year.) If your plan participates in separate accounts of insurance companies other than TIAA REA, those amounts are also reported on line c (10).
- c (11) & (12) Provide requested information for any plan assets other than those in TIAA-CREF contracts.

- c (13) Enter the OPENING RIC TOTAL from the Filing Summary for Schedule H in column a) and the CLOSING RIC TOTAL in column (b). The opening RIC total should be the same as the closing RIC total from last year's filing. If you made adjustments to the closing RIC total last year, be sure to make the same adjustments to the opening RIC total this year. The RIC totals include assets in both CREF accounts and in TIAA-CREF mutual funds. If your plan uses registered investment companies other than TIAA-CREF, those amounts are also reported on this line.
- c (14) & (15) Provide information about any plan assets other than TIAA-CREF.
- d & e Provide information about any plan assets other than TIAA-CREF.
- f Enter total assets.
- g – k These items request the beginning- and end-of-the-year values of the plan's liabilities. If your plan's investments consist only of TIAA-CREF annuities and mutual funds, there should be no liabilities. If there are investments other than TIAA-CREF, provide the requested information about the plan's liabilities.
- l Provide the beginning- and end-of-the-year values of the plan's net assets. These are equal to the total current value of assets (Item f) minus the total current value of liabilities (Item k). The beginning-of-the-year figure should be the same as the end-of-the-year figure from last year's filing.

Part II Income and Expenses Statement

Item 2

Income

- a (1)(A) **EMPLOYER CONTRIBUTIONS**
Enter the PLAN CONTRIBUTIONS – EMPLOYER amount from the Filing Summary for Schedule H. If you have made employer contributions to other carriers available under the plan, you should include them in this item.
- a (1)(B) **EMPLOYEE CONTRIBUTIONS**
Enter the PLAN CONTRIBUTIONS – EMPLOYEE amount from the Filing Summary for Form 5500. These contributions refer to employee elective deferral 401(k) plan contributions and/or employee deduction contributions. If you paid employee contributions to investment options not provided through TIAA-CREF under your plan, you should include them in this item. Do not include employee contributions made under a separate 403(b) plan. If your 403(b) plan is funded with TIAA-CREF contracts, we provide you the “ERISA Memorandum on Form 5500 for 403(b) Plans” to help you prepare your Form 5500 for this type of plan.
- a (1)(C) **OTHER CONTRIBUTIONS**
Enter other contributions made during the year, if any. This amount should include the PLAN CONTRIBUTIONS – OTHER amount from the Filing Summary for Schedule H, and any individual rollovers into the plan.
- a (2) **NON-CASH CONTRIBUTIONS**
In column (a) enter any non-cash contributions made during the plan year. If you use only TIAA-CREF contracts, this figure will be “0.”

- a (3) **TOTAL CONTRIBUTIONS**
In column (b) enter the total of all contributions: add (1)(A), (B), (C) and (2).
- b (1)(A) Add the amount for INTEREST taken from Forfeiture Summary to any similar information for plan assets other than TIAA-CREF contracts.
- b (1) (B)–(6) Enter the earnings on plan investments other than TIAA-CREF contracts, if any. There will be no interest on TIAA loans, because, though your participants may have taken loans, those loans are funded through TIAA Traditional Annuities, which are not reported as assets for purposes of this Schedule.
- b (7) **INVESTMENT GAIN OR LOSS**
Enter the PLAN REA EARNINGS listed on the Filing Summary for Schedule H. If your plan offers other carriers, add or subtract any investment gains or losses from such other pooled separate accounts.
- b (8) & (9) Enter the earnings on plan investments other than TIAA-CREF contracts, if any. Though your participants may have taken loans from their TIAA annuities, those loans are from TIAA Traditional Annuities, which are not reported as assets for purposes of this Schedule.
- b (10) **INVESTMENT GAIN OR LOSS**
Enter the RIC EARNINGS from the Filing Summary for Schedule H. If your plan uses other registered investment companies, add or subtract gains or losses from such companies.
- (c) **OTHER INCOME**
Enter OTHER INCOME, if any, from the Filing Summary for Schedule H.
- (d) **TOTAL INCOME**
Add amounts entered in column (b) in Part II and enter the total here.

Expenses

- e (1) Enter the amount of PLAN EXPENSES – TO PARTICIPANTS/BENEFICIARIES from the Filing Summary for Schedule H.
- e (2) **PLAN EXPENSES**
Enter PLAN EXPENSES – FOR PROVISION OF BENEFITS from the Filing Summary for Schedule H.
- e (3) In column (a) enter other expenses, if any. This amount should also include the PLAN EXPENSES – OTHER amount from the Filing Summary for Schedule H.
- e (4) In column (b) enter total plan expenses to provide benefits: add e (1), (2) and (3).
- f Check the 402(g) Activity Report for an amount from the CREF or TIAA Real Estate Accounts, or mutual funds, if any, and enter that amount here and add it to the amount of PLAN EXPENSES – TO PARTICIPANTS/BENEFICIARIES from the Filing Summary for Schedule H that would otherwise be entered on line e (1) of this Schedule. Corrective distributions from other funding vehicles are also entered here.

- g If you use only TIAA-CREF contracts for your plan, enter 0. Though your participants may have loans from their TIAA annuities with deemed distributions, those loans are from TIAA Traditional Annuities, which are not reported as assets for purposes of this Schedule.
- h If you use only TIAA-CREF contracts, enter "0." Otherwise enter other interest expenses, if any.
- i (1) – (5) For items i(1) through (3), enter any administrative expenses paid by the plan in column (a).

NOTE: In most cases all plan contributions are sent to the carrier, and accounting, legal and other fees are paid by the employer. Such fees should not be listed. TIAA-CREF does not charge administrative fees.

For item i(4) add the figure for FORFEITURE USED-REFUND taken from the Forfeiture Summary to any similar information for plan assets other than TIAA-CREF contracts and any other administrative expenses and enter the result in column (a).

For Item i(5), add i(1) through (4) and enter the total administrative expenses in column (b).

- j Enter total expenses: Add column (b) figures from e (4), f, g, h and i(5).
- k Enter net income: Subtract total expenses j from total income d.
- l (1) & (2) Enter the amount of any plan-to-plan transfers to/from your plan.

Part III Accountant's Opinion

Generally, you must engage an independent qualified public accountant to prepare a report on the contents of Schedule H. This section must be filled out appropriately, and a copy of the accountant's opinion attached to the Form 5500 except under specifically limited circumstances.

If you will receive a limited scope audit by an independent accountant:

- a Check (2), "Qualified."
- b Leave blank.
- c Check box.
- d Enter the name and EIN of the accountant providing the opinion.

Part IV Transactions During Plan Year

Item 4

- a – h Check appropriate boxes. If you check "Yes" in response to any question, you must enter the appropriate amounts in the applicable area, otherwise do not make an entry. If you check "Yes" in response to b, c, or d, you must also include Schedule G in your filing. For item e, note that a fidelity bond is not required when the employer is remitting all premiums promptly to an insurance carrier.

- i Check "Yes." You are required to attach a schedule. The schedule must be the same size as the Form 5500 and must be labeled "Schedule of Assets Held for Investment Purposes at End of Year." A sample is on Attachment A, which is included with the information TIAA-CREF provides your institution along with this Memorandum. Institutions with plans that include a trust or other funding arrangement in addition to TIAA-CREF contracts should consult their legal counsel or tax advisor regarding this question.
- j Check appropriate box. If your plan is funded only with TIAA-CREF contracts, you must check "No." If you check "Yes," you must attach a schedule.
- k Check appropriate box. Most employers will check "No," unless all plan assets were distributed during the plan year.

Item 5

- 5a Check appropriate box. Enter appropriate amounts if there was any reversion of assets to the employer. Since this is a defined contribution plan, there should not be any employer reversions.
- 5b If assets or liabilities were transferred to another plan during the plan year, enter information requested in 5b(1), (2) and (3).

SCHEDULE I

Financial Information – Small Plan

Filed together with Form 5500

Schedule I requires you to provide financial data for your plan. TIAA-CREF provides you with the actual line item entries in the Filing Summary for Form 5500 sheet that can be downloaded from our web site at www.tiaa-cref.org/administrator/index. If your accountant would like to verify our calculations, please call (888) 842-7782 to obtain worksheets and instructions which can be used to derive line entries using the CREF Account, TIAA Real Estate Account, and mutual fund financial information that is enclosed with this Form 5500 Memorandum. NOTE: If your plan offers other carriers or other funding vehicles not provided through TIAA-CREF, you should consult your legal or tax advisors for assistance in calculating line entries incorporating plan financial data from all carriers or funding vehicles.

We've sent you two different sets of financial data. If you have more than 100 plan participants, use the data for filing a Schedule H. If you have less than 100 plan participants, use the data for filing a Schedule I.

Note: Our records track only those employees who participate in products provided by TIAA-CREF, not those who participate in other carriers' products or funding vehicles. It is, therefore, critically important that your participant count is accurate, so that you can file the correct form for your plan. Please also carefully review the data selecting only the portions that are appropriate for your filing.

You can also download from our secure Administrator Web Center the *ERISA Data for Qualified Plans*, a collection of detailed reports. The Participant Register shows each participant's opening and closing accumulations, contributions, and non-premium transactions by account. The *Participant Register Summaries* (three in total) provide the same information as the *Participant Register* without the individual participant details. One summary is for individuals who were premium paying during the plan year, a separate summary is for individuals who were paid-up (or non-premium paying) during the plan year, and the third summary combines both premium paying and paid-up individuals, showing the institution's totals by account. Also included is the *Applied Non-premium Transaction* report, which elaborates by account and participant the information provided on the non-premium transactions column of the Participant Register.

The information you enter on the Form 5500 should reflect all of your plan's participants — those for whom you paid premiums to TIAA-CREF and those for whom you didn't contribute during the plan year, but who are still in your plan.

NOTE: These Instructions assume that TIAA-CREF is the only provider of investment options under your plan. If your plan offers additional carriers or funding vehicles, you should consult your legal or tax advisors for further assistance.

Instructions for filling out Schedule I.

If the plan has a plan year other than the calendar year, enter the beginning and ending dates of the plan year in the spaces provided at the top of the Schedule. In Section A enter the name of the plan (same as line 1a of the Form 5500). In Section B enter the 3-digit plan number (same as line 1b of the Form 5500). In Section C enter the plan sponsor's name (same as line 2a of the Form 5500). In Section D enter the Employer Identification Number (same as line 2b of the Form 5500).

Part I Small Plan Financial Information

Item 1

Provide the requested financial information for the beginning of the plan year in column (a) and the end of the plan year in column (b).

- a Enter the amount of the total assets of the plan. Add the OPENING TOTAL and CLOSING TOTAL amounts from the Filing Summary for Schedule I and the figures for Opening Balance and Closing Balance taken from the Forfeiture Summary.
- b Provide the information requested about the plan's liabilities. If your plan's investments consist solely of TIAA-CREF annuities and mutual funds, there should be no liabilities.
- c Provide the value of the plan's net assets: subtract total liabilities b from total assets a. The beginning-of-the-year figure should be the same as the end-of-the year figure from last year's filing.

Item 2

- a (1) Enter the appropriate PLAN CONTRIBUTIONS – EMPLOYER amount from the Filing Summary for Schedule I. If you have made employer contributions to investment options available under the plan that are not provided by TIAA-CREF, you should include them in this item.
- a (2) Enter the appropriate PLAN CONTRIBUTIONS – EMPLOYEE amount from the Filing Summary for Form 5500. These contributions refer to employee 401(k) plan contributions and/or employee deduction contributions. If you paid employee contributions to investment options not provided by TIAA-CREF under your plan, you should include them in this item. Do not include employee contributions made under a separate 403(b) plan. If your 403(b) plan is funded with TIAA-CREF contracts, we provide you the “ERISA Memorandum on Form 5500 for 403(b) Plans” to help you prepare your Form 5500 for this type of plan.

- a (3) Enter appropriate amount for contributions other than employer or employee contributions (if any). This amount should include the OTHER CONTRIBUTIONS-TIAA-CREF amount contained in the Filing Summary for Schedule I, and should also include any individual rollovers into the plan.
- b Enter the value of any non-cash contributions.
- c Enter the amount of any other income, if any. This figure should include the PLAN EARNINGS amount in the Filing Summary for Schedule I, the amount for INTEREST taken from Forfeiture Summary, and all investment gains/losses for the plan.
- d Enter the total income for the plan year: add a(1), a(2), a(3), b and c.
- e Enter the appropriate PLAN EXPENSES - TO PARTICIPANTS/BENEFICIARIES amount in the Filing Summary for Schedule I. These are payments the plan made directly to participants or beneficiaries, if any. Note: Check the 402(g) Activity Report to see if there is an amount that should be entered on line f, below; if there is such an amount, make the entry on line f, and add that amount to the amount taken from Item 6 of the Filing Summary for Schedule I.
- f If you use only TIAA-CREF contracts for your plan, enter 0. Note: Check the 402(g) Activity Report for an amount from TIAA-CREF contracts, if any, and enter that amount here and add it to the amount taken from Item 6 of the Filing Summary for Schedule I that would otherwise be entered on line e of this schedule.
- g If you use only TIAA-CREF contracts for your plan, enter 0. Though your participants may have loans from their TIAA-CREF contracts with deemed distributions, those loans are from TIAA Traditional Annuities, which are not reported as assets for purposes of this Schedule.
- h Enter all other expenses, if any. This amount should include the PLAN EXPENSES - OTHER amount in the Filing Summary for Schedule I, and the figure for FORFEITURE USED-REFUND taken from the Forfeiture Summary.
- i Enter the plan's total expenses: add e, f, g, and h.
- j Enter the plan's net income: subtract total expenses i from total income d.
- k Enter the net amount of any transfers to and from the plan during the plan year from Item 8 of the Filing Summary for Schedule I.

Item 3

- a – g Check the appropriate answers. For those responses where you have checked “Yes,” enter the appropriate amounts in the applicable boxes. If your plan uses only TIAA-CREF annuities, you should check “No” for items a through g.

Part II Transactions During Plan Year

Item 4

- a – i Check appropriate boxes. If you check “Yes” in response to any question, you must enter the appropriate amounts in the applicable area, otherwise do not make an entry. For item e, note that a fidelity bond is not required when the employer is remitting all premiums promptly to an insurance carrier.
- j Check appropriate box. Most employers will check “No,” unless all plan assets were distributed during the plan year.

- k Check appropriate box. If your plan uses only TIAA-CREF annuities or mutual funds, you can claim a waiver of the annual examination and report of an independent qualified public accountant and should check “Yes.” If your plan offers additional carriers or funding vehicles, you should consult with your legal or tax advisors regarding the proper entry.

Item 5

- 5a Check appropriate box. Enter appropriate amounts if there was any reversion of assets to the employer. Since this is a defined contribution plan, there should not be any employer reversions.
- 5b If assets or liabilities were transferred to another plan during the plan year, enter information requested in 5b(1), (2) and (3).

SCHEDULE P

Annual Return of Fiduciary of Employee Benefit Trust

Plans that use only TIAA-CREF contracts are not required to file Schedule P. You file Schedule P if your plan is partially funded with a trust.

Instructions for filling out Schedule P.

If the plan has a plan year other than the calendar year, enter the beginning and ending dates of the plan year in the spaces provided at the top of the Schedule.

Item 1

1a Enter the name of the trustee, which should be included in your plan document.
1b & c Enter the address of your institution.

Item 2

2a Enter the name of the trust.
2b Enter the EIN assigned to the trust.

Item 3

Make an entry only if the name of your plan is different from the name in item 2a.

Item 4

Answer as appropriate.

Item 5

Signature Enter the plan sponsor's EIN (same as line 2b of the Form 5500).
The trustee must sign and date this schedule.

SCHEDULE R

Retirement Plan Information

Schedule R (Retirement Plan Information) is only filed if your plan made distributions during the plan year or your plan is a money purchase plan that made an election to waive the plan's minimum funding requirement for the plan year as permitted under Section 412(c)(8) of the Code or ERISA Section 402(c)(8). Amounts transferred from the CREF accounts and the TIAA Real Estate Account to the TIAA Traditional Annuity are considered distributions for this purpose because such amounts are payments to an insurance carrier for the provision of fully allocated insurance contracts. See page 8 of the instructions for a definition of fully allocated insurance contracts under the heading "Limited Pension Plan Reporting."

If the plan has a plan year other than the calendar year, enter the beginning and ending dates of the plan year in the spaces provided at the top of the Schedule. In Section A enter the name of the plan (same as line 1a of the Form 5500). In Section B enter the 3-digit plan number (same as line 1b of the Form 5500). In Section C enter the plan sponsor's name (same as line 2a of the Form 5500). In Section D enter the Employer Identification Number (same as line 2b of the Form 5500).

Part I Distributions

Item 1

If your plan uses only TIAA-CREF contracts, enter "0." Otherwise, enter the amount of any distributions paid in property other than cash, annuity contracts, or publicly traded employer securities.

Item 2

If your plan had amounts transferred from the CREF accounts, the TIAA Real Estate Account, or TIAA-CREF mutual funds to the TIAA Traditional Annuity, and TIAA-CREF was one of the two largest benefit providers under your plan, enter EIN 13-1624203, which is TIAA's EIN.

Item 3

If your plan is a profit-sharing or Code Section 401(k) plan, skip item 3. Otherwise, enter the number of plan participants who received a lump-sum distribution during the plan year.

Part II Funding Information

Profit-sharing and 401(k) plans do not make an entry in Part II. You only complete Part II if your plan is a money purchase plan that elected to waive the minimum funding requirement pursuant to Code Section 412(c) or ERISA Section 302(c)(8). If this applies to you, please see your own advisors with respect to reporting under Part II.

Part III Amendments

Do not make an entry. This part only applies to defined benefit plans and is not part of this Form 5500 report.

SCHEDULE SSA

Annual Registration Statement Identifying Separated Participants With Deferred Vested Benefits

The purpose of this Schedule SSA (Annual Registration Statement Identifying Separated Participants With Deferred Vested Benefits) is to inform the Social Security Administration of participants with deferred vested benefit rights.

File Schedule SSA if there were plan participants who terminated their employment with deferred vested benefits during the plan year. In addition to treating all former employees in the same way on a Form 5500, you should also take a consistent approach from year to year. If you want to change the approach taken with regard to former employees, the DOL should be notified of the change by including an attachment with the Form 5500 for the year in which the change is adopted.

Instructions for filling out Schedule

If the plan has a plan year other than the calendar year, enter the beginning and ending dates of the plan year in the spaces provided at the top of the Schedule.

In Section A enter the name of plan (same as line 1a of the Form 5500). In Section B enter the 3-digit plan number (same as line 1b of the Form 5500). In Section C enter the plan sponsor's name (same as line 2a of the Form 5500). In Section D enter the Employer Identification Number (same as line 2b of the Form 5500).

Item 1

- 1a Check box if you are listing additional participants in attachments to the Schedule SSA. Attachments should be additional copies of Page 2 of Schedule SSA.
- 1b This box is for governmental, church or other plans who are voluntarily filing a Schedule SSA. This will not apply to your plan.

Item 2 – 3

Leave blank.

Signature The plan administrator should sign and date the form or, if no plan administrator has been named, the individual at the institution who is authorized to complete and submit the Form 5500 should sign and date the form. Enter the same telephone number as the one entered on Item 3c of the Form 5500.

Item 4

For each participant on whom you are reporting, complete (a) through (j) as appropriate.

- (a) Enter the code that applies to the participant.
- (b) Enter the participant's Social Security Number
- (c) Enter the participant's name exactly as it appears on his or her Social Security Card. Do not use periods for the middle initial, and leave that box blank if there is none.
- (d) If known, enter the type of annuity that the participant is receiving, using one of the following codes. If there is no payment method selected, consult your Plan Document for the default payment types for your Plan and enter the code for the applicable payment type; otherwise leave the boxes blank:
 - A A single sum
 - B Annuity payable over fixed number of years
 - C Life annuity
 - D Life annuity with period certain
 - E Cash refund life annuity
 - F Modified cash refund life annuity
 - G Joint and last survivor life annuity
 - M Other
- (e) If known, enter the payment frequency of the benefit using one of the following codes; otherwise leave the boxes blank:
 - A Lump sum
 - B Annually
 - C Semiannually
 - D Quarterly
 - E Monthly periods
 - M Other
- (f) Leave blank
- (g) Enter the number of units that are credited to the participant. This figure can be calculated using the unit value and total accumulation values contained in the entry for the participant in the Participant Register that is available to you on our website, and the vesting percentage for your plan that is contained in your plan document. Leave the "Share Indicator" blank
- (h) Enter the total value of the participant's account. This figure can be calculated using the unit value and total accumulation values contained in the entry for the participant in the Participant Register that is available to you on our website, and the vesting percentage for your plan that is contained in your plan document.
- (i) Enter the prior sponsor's EIN number, if known.
- (j) Enter the prior sponsor's plan number, if known.

SCHEDULE T

Qualified Pension Plan Coverage Information

Schedule T (Qualified Pension Plan Coverage Information) provides information concerning your plan's compliance with the minimum coverage requirements of Code Section 410(b). You should consult your own advisors concerning this Schedule and TIAA's Institutional Consultants are also available to answer questions concerning it. You may not be required to file Schedule T each year if you are using the three-year testing cycle rule in IRS Revenue Procedure 93-42. In that case, Schedule T is only filed for the first year in the plan's testing cycle. If you do not use the three-year testing rule, Schedule T must be filed annually.

**Plan Year Ending _____
Rate Basis for Retirement Annuities (RAs) and Group Retirement Annuities (GRAs)**

**Teachers Insurance and Annuity Association
and College Retirement Equities Fund**

TIAA

The guaranteed rate basis for premiums applied to TIAA Retirement Annuity and Group Retirement Annuity contracts is in accordance with the terms of the participant's individual annuity contract. For TIAA Retirement Annuity and Group Retirement Annuity contracts, the guaranteed rate basis for future premiums is subject to change by TIAA upon three months' notice to policyholders. Any such change will be applicable only to premiums applied subsequent to the effective date of the change.

Under these contracts, the guaranteed rate basis for premiums applied during 2003 is interest at the rate of 3% per year compounded annually until the annuity starting date or prior death of the Annuitant and at the rate of 2.5% per year compounded annually thereafter. For premiums applied during 2003, the guaranteed mortality basis is according to the Annuity 2000 Mortality Table (Merged Gender Mod 1) with ages set back 9 years.

Through dividends as declared by the TIAA Board of Trustees, actual interest credited by TIAA under Retirement Annuity and Group Retirement Annuity contracts currently substantially exceeds the guaranteed levels.

Total interest credited on net premiums applied on these contracts during the plan year equaled:

	Total Annual Interest Rate	Total Annual Interest Rate
For premiums applied	1/1/03 – 2/28/03	3/1/03 – 12/31/03
1/1/03 – 3/31/03	5.25%	5.00%
4/1/03 – 6/30/03	—	5.00%
7/1/03 – 9/30/03	—	4.00%
10/1/03 – 12/31/03	—	4.75%

**Plan Year Ending _____
Rate Basis for Supplemental Retirement Annuities (SRA and GSRA)**

**Teachers Insurance and Annuity Association
and College Retirement Equities Fund**

TIAA

The guaranteed rate basis for premiums applied to TIAA Supplemental Retirement Annuity contracts is in accordance with the terms of the participant's individual annuity contract. The guaranteed rate basis for future premiums is subject to change by TIAA upon three months' notice to policyholders. Any such change will be applicable only to premiums applied subsequent to the effective date of the change.

Under these contracts, the guaranteed rate basis for premiums applied during 2002 is interest at the rate of 3% per year compounded annually until the annuity starting date or prior death of the Annuitant and at the rate of 2.5% per year compounded annually thereafter. For premiums applied during 2003, the guaranteed mortality basis is according to the Annuity 2000 Mortality Table (Merged Gender Mod 1) with ages set back 10 years.

Through dividends as declared by the TIAA Board of Trustees, actual interest credited by TIAA under Supplemental Retirement Annuity contracts currently substantially exceeds the guaranteed levels.

Total interest credited on net premiums applied on these contracts during the plan year equaled:

	Total Annual Interest Rate	Total Annual Interest Rate
For premiums applied	1/1/03 – 2/28/03	3/1/03 – 12/31/03
1/1/03 – 3/31/03	4.75%	4.00%
4/1/03 – 6/30/03	—	4.00%
7/1/03 – 9/30/03	—	3.00%
10/1/03 – 12/31/03	—	3.25%



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