

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

**April 2002**



730 Third Avenue  
New York, NY 10017-3206



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**Benefit plans subject to the Employee Retirement Income Security Act of 1974 (ERISA) must file Annual Return/Reports (Form 5500). This Memorandum provides filing suggestions for institutions using TIAA-CREF fixed and variable annuities under their 401(a), 403(a), or 401(k) qualified plan for plan years that began on January 1, 2001 or later.<sup>1</sup>**

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.
- Form 5500 has been completely revised for the 2001 reporting year. Depending on your plan, you may have to file as many as eight 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";

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<sup>1</sup> This ERISA Memorandum provides general guidelines for completing Form 5500 and its schedules for qualified retirement plans using TIAA-CREF fixed and variable annuities. You should not use it to file the Form 5500 for 403(b) retirement plans and tax-deferred annuity plans using TIAA-CREF annuities. If you have a 403(b) plan, you should have received a separate memorandum, dated April 2002, that has filing guidelines for those plans. If you did not receive such a memorandum, please contact our Administrator Telephone Center at **1 888 TIA-SRVC [1 888 842-7782.]**

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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 annuities is included in the financial packet with this Memorandum.

- 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.” The newly revised 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 will require special software that is obtained from a service provider working with the DOL. See the DOL’s Web page at [www.efast.dol.gov](http://www.efast.dol.gov) for details. The handwritten or typewritten version will require forms obtained directly from the DOL. Call 1 800 829-3676 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.

*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 Institutional Consultants will be glad to be of assistance by working with you and your legal counsel.*

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## 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)

Check (2) A single-employer plan.

Item B. (1) through (4)

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 C.

Do not check the box unless your plan is collectively bargained.

Item D.

Do not check 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

- a Enter the name of the plan. For example "ABC Institution Defined Contribution Retirement Plan."
- b 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.
- c Enter the date on which the plan first became effective.

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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 62-64 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.

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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 do not file Schedule SSA and that you adjust financial information to remove accounts of terminated employees from the amounts reported as plan assets. Many plans prefer to continue to report on terminated participants. If you do so, or if you use a plan that includes a trust or other funding arrangement in addition to TIAA-CREF annuities, 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 currently below the integration level in a plan that is integrated with Social Security. It also includes any individuals eligible to make elective deferrals to a 401(k) qualified cash or deferred arrangement, even if they decide not to participate. Active participants also include any non-vested individuals who 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 benefits. For determining if active participants are fully vested, partially vested or nonvested, consider vesting in employer contributions only.

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7b, c and e

Enter "0, See Continuation Sheet."<sup>2</sup> On the continuation sheet enter "Items 7b, c and e are answered "0" because all contributions are remitted to an insurance company and applied to fully funded individual annuity certificates or contracts under which an irrevocable commitment has been made to pay all the benefits to which the individual is entitled under the plan."

7d and f

Enter appropriate totals.

7g Enter the total from f.

7h Enter the appropriate number.

7i Do not make an entry. Since terminated participants hold their own contracts and can begin benefits at any time, a Schedule SSA is not necessary.

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) 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."

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<sup>2</sup> The continuation sheet should be the same size as the Form 5500 and should have the Employer Identification Number (EIN) of the plan sponsor and the Plan Number (PN) on the top. If more than one continuation sheet is required, the EIN and PN should be put on the top of each sheet. Information furnished on these sheets should be identified by the item number that it refers to.

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Item 9.

9a Check (1) Insurance.<sup>3</sup>

9b Check (1) Insurance.<sup>4</sup>

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 is 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 (TIAA-CREF is not a service provider for this purpose) 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 has participants with accumulations in the TIAA Real Estate Account.

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<sup>3</sup> Institutions with plans that include a trust or other funding arrangement in addition to TIAA-CREF contracts should consult their legal counsel regarding the proper entry.

<sup>4</sup> Institutions with plans that include a trust or other funding arrangement in addition to TIAA-CREF contracts should consult their legal counsel regarding the proper entry.

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

Do **not** check box 7) and file Schedule P unless your plan also has a trust.

10c Do not check box for this question.

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## **SCHEDULE A - Insurance Information**

Filed together with Form 5500

**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**

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 contract number of one of the individual contracts or certificates under your plan. This number will be used consistently to report those contracts as a group.
- (e) Enter the number of staff members who were participating in your plan at the end of the plan year (December 31, 2001 for plans with calendar-year plan years) and for whom you remitted premiums to TIAA-CREF.

You can determine the number of employees enrolled at the end of the year from the Premium Remittance List that reflects salaries paid for the last month of the plan year. For most plans with calendar-year plan years, this would be the January 1, 2002 Premium Remittance List (since most institutions remit premiums to TIAA-CREF with a due date of the first of the month following the month for which the salaries they are based on are paid).

- (f) Enter N/A, because separate contracts or certificates covering individual employees are grouped.

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(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**

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 "See Continuation Sheet." On the Continuation Sheet, enter "These are the amounts held in CREF and the TIAA Real Estate Account. CREF is a registered investment company, which issues variable annuity contracts. The TIAA Real Estate Account is a pooled separate account of TIAA." The Continuation Sheet should be the same size as the Schedule A, and should have the Employer Identification Number (EIN) of the plan sponsor and the Plan Number (PN) on the top. If more than one Continuation Sheet is required, the EIN and PN should be on the top of each such sheet. Information furnished on these Sheets should be identified by the item number that it refers to.

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."

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- (b) Enter the amount of TIAA premiums applied for the plan year. This amount is included in the information provided to your institution by TIAA-CREF. 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.

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**SCHEDULES B (Actuarial Information) and C (Service Provider 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) should only be submitted if your plan is a large plan that paid \$5,000 or more to a service provider. TIAA-CREF is not 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. If you think you may need to file Schedule C, please consult your own advisors.

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**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.

**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

- 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. This figure is contained in CLOSING REA TOTAL from the Filing Summary for Schedule H.

Part II

Do not make an entry in Part II.

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**SCHEDULES E (ESOP Annual Information), F (Fringe Benefit Plan Annual Information Return) and G (Financial Transaction Schedules)**

Schedule E (ESOP Annual Information) only applies to employee stock ownership plans and Schedule F (Fringe Benefit Plan Annual Information Return) only applies to fringe benefit plans. Neither schedule is part of this Form 5500 filing.

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.

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## **SCHEDULE H - Financial Information**

Filed together with Form 5500

**Schedule H requires you to provide financial data for your plan. TIAA-CREF is providing you with the actual line item entries in the Filing Summary for Form 5500 sheet enclosed with this memorandum. If your accountant would like to verify our calculations, please call 1 (888) 842-7782 to obtain worksheets and instructions which can be used to derive line entries using the CREF and TIAA Real Estate Account financial information that is enclosed with this Form 5500 Memorandum. NOTE: If your plan offers other carriers or funding vehicles in addition to 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.**

Depending on your filing requirements, we've sent you one of two different sets of financial data. If our records indicate that you have more than 100 plan participants, we've sent you data for filing a Schedule H. If our records indicate that you have less than 100 plan participants, we've also sent you the data for filing a Schedule I. *Note: Our records track only those employees who participate in TIAA-CREF products, 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'll notice that the data sets each have two columns: the first column, called *Premium Paying Only*, provides premium-paying data and the second column, called *All Participants*, provides **both** premium paying and non-premium-paying data. The column that is appropriate for you depends on your particular reporting method, so please carefully select the correct column data.

Use the *Premium Paying Only* column data if your plan totals include only those individuals for whom you paid premiums to TIAA-CREF, or another carrier or funding vehicle, through your plan during the current plan year. Under this approach, individuals for whom you did not pay any premiums during the year, but who still had accumulations, are subtracted from the plan total. If you've been using this method, you should continue to do so.

Use the *All Participants* column data if your plan totals include both individuals for whom you paid premiums and individuals for whom you did not pay premiums to TIAA-CREF, or another carrier or funding vehicle, through your plan during the current plan year. Under this approach, all individuals who have not annuitized, settled their

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accumulations, or taken any form of distribution, are treated as plan participants—even if premiums or contributions haven't been remitted for them during the current year. If you've been using this method, you should continue to do so. **If you are filing for the first time**, we strongly recommend that you use the All Participants column data for your filing. *Note: If you use this method, you may also need to file Schedule SSA with your Form 5500.*

We've also included 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. You'll need to review the *Participant Register* and identify the financial data for non-premium paying individuals (marked with an asterisk) that are still in your plan. Their opening and closing accumulations and non-premium transactions should be added to the figures for premium paying participants to get the appropriate total for your qualified plan. **NOTE: These Instructions assume that TIAA-CREF is the only investment option under your plan. If your plan offers additional carriers or funding vehicles, you should consult your legal or tax advisors for further assistance.**

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## Instructions for filling out 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) through (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) through (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 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 TIAA Real Estate Account (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

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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) and (12)

Provide requested information for any plan assets other than those in TIAA and CREF annuities.

c (13)

Enter the OPENING CREF TOTAL from the Filing Summary for Schedule H in column (a) and the CLOSING CREF TOTAL in column (b). The opening CREF total should be the same as the closing CREF total from last year's filing. If you made adjustments to the closing CREF total last year, be sure to make the same adjustments to the opening CREF total this year. If your plan uses registered investment companies other than CREF, those amounts are also reported on this line.

c (14) and c (15)

Provide information about any plan assets other than TIAA and CREF.

d and e

Provide information about any plan assets other than TIAA and CREF.

f Enter total assets.

g through 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 and CREF, there should be no liabilities.

If there are investments other than TIAA and 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.

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## 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 other carriers or funding vehicles available 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 annuities, 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, 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) through (6)

Enter the earnings on plan investments other than TIAA and CREF, 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.

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b (7) INVESTMENT GAIN OR LOSS

Enter the PLAN REA EARNINGS listed on the Filing Summary for Schedule H.<sup>5</sup> If your plan offers other carriers, add or subtract any investment gains or losses from such other pooled separate accounts.

b (8) and (9)

Enter the earnings on plan investments other than TIAA and CREF, 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 CREF EARNINGS from the Filing Summary for Schedule H.<sup>6</sup> If your plan uses registered investment companies other than CREF, 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.

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<sup>5</sup> If any individuals did not participate in the plan during the plan year, you shouldn't include their internal and external transfers from REA, REA amounts annuitized, or terminated contracts in your plan total. The "Participant Register" lists everyone included in the Summary Page totals. If anyone listed did not participate in your plan, you should review the list of non-premium transactions, identify the REA figures, and subtract the internal and external transfers, retirement and Retirement Transition Benefit (RTB) payments, withdrawals, death benefits, and/or divorce settlements from REA from your plan total.

<sup>6</sup> If any individuals did not participate in your plan during the plan year, you shouldn't include their internal or external transfers from CREF in your plan total. The "Participant Register" lists everyone included in the Summary Page totals. If anyone listed did not participate in your plan, you should review the list of non-premium transactions, identify the CREF figures, and subtract the internal and external transfers, retirement and Retirement Transition Benefit (RTB) payments, withdrawals, death benefits, and/or divorce settlements from CREF from your plan total.

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## Expenses

- e (1) Enter the amount of PLAN EXPENSES – TO PARTICIPANTS/BENEFICIARIES from the Filing Summary for Schedule H. **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 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.<sup>7</sup>
- 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, 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 annuities 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.

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<sup>7</sup> If any individuals did not participate in the plan during the plan year, you shouldn't include their internal and external transfers from CREF or the TIAA Real Estate Account (REA), CREF or REA amounts annuitized, or terminated contracts in your plan total. The "Participant Register" lists everyone included in the Summary Page totals. If anyone listed did not participate in your plan, you should review the list of non-premium transactions, identify the CREF and REA figures, and subtract the internal and external transfers, retirement and Retirement Transition Benefit (RTB) payments, withdrawals, death benefits, and/or divorce settlements from CREF and REA from your plan total.

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h. If you use only TIAA-CREF, enter "0." Otherwise enter other interest expenses, if any.

i (1) through (5)

In column (a) enter any administrative expenses paid by the plan.

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.

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

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) and (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.

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## Part IV Transactions During Plan Year

### Item 4

#### a through 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 annuities, 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).

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## **SCHEDULE I - Financial Information - Small Plan**

Filed together with Form 5500

**Items 1 through 3 require you to provide financial data for your plan. TIAA-CREF is providing you with the actual line item entries in the Filing Summary for Form 5500 sheet enclosed with this memorandum. If your accountant would like to verify our calculations, please call 1 (888) 842-7782 to obtain worksheets and instructions which can be used to derive line entries using the CREF and TIAA Real Estate Account financial information that is enclosed with this Form 5500 Memorandum. NOTE: If your plan offers other carriers or funding vehicles in addition to 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.**

You'll notice that the financial data has two columns:

- the first column, called *Premium Paying Only*, provides premium-paying data and
- the second column, called *All Participants*, provides **both** premium paying and non-premium-paying data.

The column that is appropriate for you depends on your particular reporting method, so please carefully select the correct column data.

Use the *Premium Paying Only* column data if your plan totals include only those individuals for whom you paid premiums to TIAA-CREF, or another carrier or funding vehicle, through your plan during the current plan year. Under this approach, individuals for whom you did not pay any premiums during the year, but who still had accumulations, are subtracted from the plan total. If you've been using this method, you should continue to do so.

Use the *All Participants* column data if your plan totals include both individuals for whom you paid premiums and individuals for whom you did not pay premiums to TIAA-CREF, or another carrier or funding vehicle, through your plan during the current plan year. Under this approach, all individuals who have not annuitized, settled their accumulations, or taken any form of distribution, are treated as plan participants—even if premiums or contributions haven't been remitted for them during the current year. If you've been using this method, you should continue to do so. **If you are filing for the first time**, we strongly recommend that you use the All Participants column data for your filing. *Note: If you use this method, you may also need to file Schedule SSA with your Form 5500.*

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***ERISA Memorandum on Form 5500 for Qualified Plans, April 2002***

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We've also included 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. You'll need to review the *Participant Register* and identify the financial data for non-premium paying individuals (marked with an asterisk) that are still in your plan. Their opening and closing accumulations and non-premium transactions should be added to the figures for premium paying participants to get the appropriate total for your qualified plan. **NOTE: These Instructions assume that TIAA-CREF is the only investment option 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).**

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## 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. The beginning of the year figure should be the same as the end of the year figure from last year's filing. Enter the OPENING TOTAL and CLOSING TOTAL amounts from the Filing Summary for Schedule I.
- b Provide the information requested about the plan's liabilities. If your plan's investments are comprised only of TIAA and CREF, 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 other carriers available under the plan, 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 other carriers available 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 annuities, 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.

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- 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, 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 annuities for your plan, enter 0. **Note:** Check the 402(g) Activity Report for an amount from the CREF or TIAA Real Estate Accounts, 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 annuities 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 Enter all other expenses, if any. This amount should include the PLAN EXPENSES - OTHER amount in the Filing Summary for Schedule I.
- i Enter the plan's total expenses: add 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.

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Item 3

a through 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 through 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.

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).

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**SCHEDULE P (Annual Return of Fiduciary)**

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

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## **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 9 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 or the TIAA Real Estate Account to the TIAA Traditional Annuity, and TIAA 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.

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***ERISA Memorandum on Form 5500 for Qualified Plans, April 2002***

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**SCHEDULE SSA (Annual Registration Statement Identifying Separated Participants With Deferred Vested Benefits)**

You file Schedule SSA (Annual Registration Statement Identifying Separated Participants With Deferred Vested Benefits) only if your plan continues to report on terminated participants and there were plan participants who terminated their employment with deferred vested benefits during the plan year. You should consult your own advisors concerning this Schedule.

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**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.

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**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 2001 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 from January 1, 2001 through June 30, 2001, the guaranteed mortality basis is according to the 1983 Table A (Merged Gender Mod 1) with ages set back 10 years. For premiums applied from July 1, 2001 through December 31, 2001, 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 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
<u>For premiums applied</u>	<u>1/1/00 – 2/29/00</u>	<u>3/1/00 – 12/31/00</u>
1/1 – 9/30/01	7.00%	7.00%
10/1/01-12/31/01	----	6.50%

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**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 2000 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 from January 1, 2001 through June 30, 2001, the guaranteed mortality basis is according to the 1983 Table A (Merged Gender Mod 1) with ages set back 10 years. For premiums applied from July 1, 2001 through December 31, 2001, 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
<u>For premiums applied</u>	<u>1/1/01 – 2/28/01</u>	<u>3/1/01 – 12/31/01</u>
1/1/01 – 9/30/01	6.50%	6.50%
10/1/01-12/31/01	----	6.00%

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*Managing money for people  
with other things to think about.<sup>SM</sup>*

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