

**Before returning your form(s), did you remember to?**

- Complete all necessary Personal Information and let us know your employment status and termination date.
- Complete the name of the employer plan from which you want to take payments and the account numbers from which payments will be made. You'll find the account numbers on your quarterly statement, on your contracts and in your online account information under Plan Balances.
- Specify how much of your accumulation you want to transfer and when you want payments to begin.
- Tell us who your beneficiaries are for the new contract you will receive for your Transfer Payout Annuity.
- Tell us how you want to receive the funds: direct deposit, direct rollover to TIAA-CREF or to another company. If you choose direct rollover to an existing or new TIAA-CREF, account, complete all required information. If you choose direct deposit or direct rollover to another company, complete all required information and signatures.
- Sign and date your request.
- Obtain your employer's authorization signature.  

This is the employer plan from which you are taking the withdrawal. If you've made withdrawals previously, let us know that the authorization is already on file.
- Complete either the unmarried determination or spousal waiver section, whichever applies to you. If you're married, your spouse must sign this request before a notary public or plan representative on the same or later date than when you sign it.