

WILLIAMS COLLEGE WILLIAMSTOWN, MASSACHUSETTS 01267-3163

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MEMORANDUM

TO: Williams College Temporary Employees
FROM: Kris Maloney, Benefits Administrator
DATE: December 21, 2012
SUBJECT: Williams College Retirement Income Plan

As a temporary Williams College employee you are eligible to make optional unmatched contributions to a Supplemental Retirement Annuity with investment options offered by the Teachers Insurance and Annuity Association (TIAA) and College Retirement Equities Fund (CREF).

Enclosed please find instructions from TIAA-CREF on HOW TO ENROLL ONLINE. If you have any questions, please contact Janet Bartlett at 597-4355 or me at 597-4478.

HOW TO ENROLL ONLINE

TIAA-CREF has made it easy for you to enroll online in the Williams College retirement program.

BE READY WITH YOUR:

■ Investment choices and allocations

Go to www.tiaa-cref.org/williams to review your investment choices including:

- One Decision Strategy – Allocate 100% of your investment to the TIAA-CREF Lifecycle Fund closest to your estimated year of retirement.
- Build Your Own Portfolio Strategy – Indicate the percentage of your contribution you want allocated to each fund/account you choose.

■ Social Security number

■ Beneficiary's Social Security number (optional), birth date and address

TO ENROLL ONLINE:

LOG IN TO www.tiaa-cref.org/williams AND CLICK "ENROLL NOW"

- Click on the link for the plans you want to enroll in.
- Follow the on-screen directions to complete your enrollment application.

NOTE: At the allocations screen, you can click on any investment choice to view its fact sheet.

Once you complete your enrollment, you can retrieve and print a confirmation page from the "Congratulations" screen.

IMPORTANT: You Need to Complete a Salary Reduction Agreement Form

One or more plans available to you **require** a Salary Reduction Agreement (or Salary Deduction Election form) in order to process your enrollment application.

You Can Obtain These Form(s) Online

For the plan(s) listed below, you can access the agreement form at www.tiaa-cref.org/williams. Please click and print the form, fill it out, and return it to your Benefits Office:

Williams College Retirement Income Plan

HELP IS READY FOR YOU

If you need assistance with enrolling online, call TIAA-CREF at **800 842-2273**, Monday through Friday, from 8 a.m. to 10 p.m., and Saturday from 9 a.m. to 6 p.m. (ET). We will guide you through the online enrollment process.

Any withdrawals you make from your account may be subject to ordinary income tax and an additional 10% federal tax may apply if you make a withdrawal prior to age 59½. There are risks when investing in securities, including Lifecycle Funds. Read the prospectus before making any investment choices.

You should consider the investment objectives, risks, charges and expenses carefully before investing. Please call 877 518-9161 or go to tiaa-cref.org for a prospectus that contains this and other information. Please read the prospectus carefully before investing. TIAA-CREF Individual & Institutional Services, LLC, and Teachers Personal Investors Services, Inc., members FINRA, provide advisory services and distribute securities products. TIAA (Teachers Insurance and Annuity Association), New York, NY issues annuities. FINANCIAL SERVICES FOR THE GREATER GOOD is a registered trademark of Teachers Insurance and Annuity Association.

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Williams College



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