Hope College
Retirement Plan Distribution Form

In order to participate in the Hope College Retirement Plan, it is necessary for you to designate which investment company (or companies) you want College contributions to be directed to. **If this is your original enrollment, you must also complete an application for each company you wish to use.** The College contributes 10.5% of your academic year contracted salary (for faculty) or 10.5% of your basic annual earnings (for staff). Please refer to the Summary Plan Description for a more detailed description of plan procedures, policies and investment choices. You may divide College contributions between more than one of the companies; most participants select one or two companies. Once you have an account with one of the companies, you may transfer dollars between the numerous investment funds offered by that company with a telephone call or an internet transaction (if you have selected a pin number). The College only needs to be informed when you wish to alter the 10.5% distribution between companies.

Please check one:

☐ This is my original enrollment

☐ This is a revision to be effective for the next available payroll

Please distribute my Hope College Retirement Plan contributions in the following manner:

TIAA-CREF	_____%
Vanguard Group	_____%
Fidelity Investments	_____%
TOTAL	100 % (sum must equal 100%)

_____ _____-_____-_____

Print Employee Name Social Security Number

_____ _____/_____/_____

Employee Signature Date

PLEASE RETURN THIS FORM TO THE HUMAN RESOURCES OFFICE