BALL STATE UNIVERSITY EDUCATION REDEFINED

Dear New BSU Professional or Faculty Member:

This kit contains important information about your choices with the Ball State University Retirement Plan. Please follow the steps indicated below and on the TRF or APP Election forms to ensure your enrollment is completed in a timely and accurate manner. If you have any questions, please contact the Payroll & Employee Benefits Office (PEB) at 765-285-8461.

Instructions for selecting your Ball State University retirement plan:

1) You must choose between the Alternate Pension Plan (APP) OR Indiana Teachers Retirement Fund (TRF).
2) Either option is fully paid by Ball State University. There are no deductions from your pay.
3) You must make your decision and **submit the appropriate application to the PEB Office within 45 days** of your official date of eligibility which is generally your hire date.
4) Both the TRF and APP Election Forms referenced below are found in this kit.
5) Investment Companies' Applications/Enrollment Forms required to complete the APP election process are separate from this kit. (See APP AT A GLANCE, Investment Company Enrollment Materials.)

Where to find APP Information:

- This letter
- APP AT A GLANCE (included in this kit)
- The APP Election and Designation of Company Election Form (included in this kit)
- The PEB website www.bsu.edu/payroll (click on New Hire Forms – 2011)
- Investment Company enrollment material (see APP AT A GLANCE)
- Investment Company Contacts (see APP AT A GLANCE)
- PEB office - contact Elizabeth Voland at evoland@bsu.edu

If you choose APP:

- Submit a completed Alternate Pension Plan & Designation of Investment Company Election Form (APP Election form) to PEB.

  Note: In addition to the APP Election form, you must complete an enrollment application with your chosen Investment Company to establish a BSU account. Both steps must be completed to elect the Plan. Follow directions on the APP Election form.

  You may only designate investment funds that the Board has approved for this plan. See the enclosed list of "Investment Fund Options" for available fund selections, contact the company, or access PEB website.

Where to find TRF Information:

- This letter
- TRF AT A GLANCE (included in this kit)
- TRF Enrollment Form for New Members (included in this kit)
- TRF website www.inprs.in.gov
- Contact TRF 888-286-3544 (When asked for Pension ID, do nothing until you are transferred to an attendant.)
- PEB office – contact Elizabeth Voland at evoland@bsu.edu

In addition to TRF AT A GLANCE please note the following:

- TRF does not permit anyone receiving a monthly pension benefit from TRF to enroll. You must select the APP if you are currently receiving a monthly pension check from TRF.
- If you have previously been a member of TRF or PERF (Public Employees Retirement Fund) through any other employer, you may wish to verify your service with that agency.

If you choose TRF:

- Submit a completed TRF Enrollment Form for New Members **to PEB** as soon as possible.

Please note:

1. **Your deadline to elect APP will come quickly. Please allow adequate time to gather information and complete the required paperwork.**
2. **If you have not made a BSU Retirement Plan election within 60 calendar days, you will be defaulted to the TRF program.**
3. **If you know you want to elect the TRF plan, please submit the election no later than September 15, if possible. This allows money to go to your account for the quarter July 1 – September 30 and assists TRF in maintaining service credit information.**
4. **The sooner you make your Plan election, the sooner money is deposited into your account.**

A word about personal retirement savings…

Many employees want and need to save additional money for their future retirement. Ball State sponsors payroll deduction 403(b) Tax Deferred Annuity/Roth Plan and a 457(b) Deferred Compensation Plan. Participation in these "voluntary" plans is different and separate from enrollment in the APP and requires different forms be completed. You may enroll in the "voluntary" payroll deduction plans at any time throughout the year.

BSU Retirement Plan Contributions (APP or TRF)
+ Your Personal Retirement Savings
= Your Secure Retirement Future!

Best wishes and welcome to Ball State University!