

# Your future starts today

Harvard University TDA Plan



HARVARD HUMAN RESOURCES

## Checklist: What you need to do

- ✓ Review this booklet, “[Your future starts today.](#)” It contains an overview of Harvard’s Tax-Deferred Annuity (TDA) Plan and the benefits of tax-deferred savings to meet your long-term goals.
- ✓ Learn more about your [investment options with the TDA Plan](#), including the Vanguard Target Retirement Funds (the default investment) as well as the Core Funds and the Brokerage option.
- ✓ [Contact the Harvard University Retirement Center \(HURC\) to elect your TDA, if you decide saving through a TDA is right for you.](#) You can enroll online by visiting [hr.harvard.edu](http://hr.harvard.edu) and selecting “Harvard University Retirement Center” under “Employee Tools” at the bottom of the page, or by calling the HURC at **800-527-1398**, Weekdays, 9 a.m–5 p.m. (ET).
- ✓ [Link to other online tools and information.](#) You can find links to the investment companies and online tools that help you figure out if you’re saving enough for retirement by going to [hr.harvard.edu](http://hr.harvard.edu)>Total Rewards>Retirement>Retirement Education & Planning Resources.
- ✓ If you need more assistance, you can schedule a [one-on-one session](#) with a representative of one of Harvard’s investment companies. To schedule an appointment:  
  
**Fidelity 800-642-7131**  
[www.fidelity.com/atwork/reservations](http://www.fidelity.com/atwork/reservations)  
  
**TIAA 866-842-2824**  
[TIAA.org/public/products-services/retirement-consultation](http://TIAA.org/public/products-services/retirement-consultation)  
  
**Vanguard 800-662-0106, ext. 14500**  
[www.meetvanguard.com](http://www.meetvanguard.com)

# Life can be complicated. Saving for retirement doesn't have to be.

No matter where you are in your career, it is always a good idea to plan ahead for retirement. Important decisions that you make about your retirement plans now could have an effect on your future financial security.

## Why should you participate in the TDA plan?

For most people, retirement income will come from a number of sources, such as Social Security, retirement benefits from different employers, and personal savings and investments.

The amount of money you will need to live comfortably during retirement depends upon your future expenses and goals for retirement. But, no matter your goals, in order to meet income-replacement needs for a retirement that could last 20 to 30 years or even longer, most people will need to save in addition to any government and

employer benefits—and to do so over the course of their careers.

That's where the Harvard Tax-Deferred Annuity (TDA) Plan comes in. The TDA Plan offers an easy, flexible tax-deferred account for additional retirement savings:

- The money in a TDA is always yours—there is no vesting period.
- The assets are fully portable.
- With tax-deferral, your contributions reduce your pay by less than you might think.
- Signing up is easy online.

We encourage you to learn more about the Harvard TDA Plan.



# Your Harvard TDA Plan: An overview

## The Harvard Tax-Deferred Annuity (TDA) Plan provides:

**Tax advantages:** Your contributions are made on a pretax basis, reducing your taxable income. Any investment earnings then grow tax deferred, so you don't pay taxes until you withdraw them, usually during retirement.

**Convenient payroll deductions:** Your contribution amount is deducted automatically from your paycheck.

**A wide range of investment choices:** The TDA Plan offers you a broad range of investment options. These investments give you flexibility to create a broadly diversified retirement portfolio.

**Immediate vesting:** You own the money in your account at all times and it is fully portable when you leave Harvard.

## How the TDA Plan works

- The TDA Plan provides the opportunity to save and invest supplemental funds (beyond those provided by employers or Social Security) for retirement. The employee owns the account from day one of savings (no waiting or vesting period).
- You can invest your TDA Plan in a selection of mutual funds from three top investment companies: Fidelity, TIAA, and Vanguard.
  - If you make no investment selection for the TDA Plan, your contributions will automatically be invested in a Vanguard Target Retirement Fund closest to the year you turn 65. Please refer to [hr.harvard.edu](http://hr.harvard.edu) or the enclosed quarterly *Investment Update* for a list of the funds.
  - A target retirement fund is a low-cost, diversified fund that adjusts its asset allocation to become more conservative as it approaches the target date. Because these funds are well-diversified and adjust automatically over time, they are designed to be a one-fund approach to retirement investing.
- The TDA Plan allows you to accumulate the savings you need for retirement on a pretax basis.
  - A \$100 pretax contribution will only reduce your take-home pay by about \$60, assuming a 28% federal tax rate.
  - Earnings accumulate on a tax-deferred basis as well.
  - Saving over the course of your career helps you take advantage of the power of tax-deferred growth.
- You cannot withdraw your TDA funds before age 59½, unless:
  - You take a financial hardship withdrawal, as defined by the IRS; you will owe a 10% penalty if you are under age 59½.
  - Alternatively, you may take a loan against your TDA balance subject to the rules of the TDA loan policy.
- For additional details, go to [hr.harvard.edu](http://hr.harvard.edu) select Total Rewards>Retirement>Employee-Funded Retirement Programs.
- A note about deductions:
  - If you have multiple jobs with the University and elect a percentage deferral, that percentage will be taken from all your eligible pay. If you elect to contribute a specific dollar amount it will be deducted from the eligible pay on the paycheck associated with your primary University job.

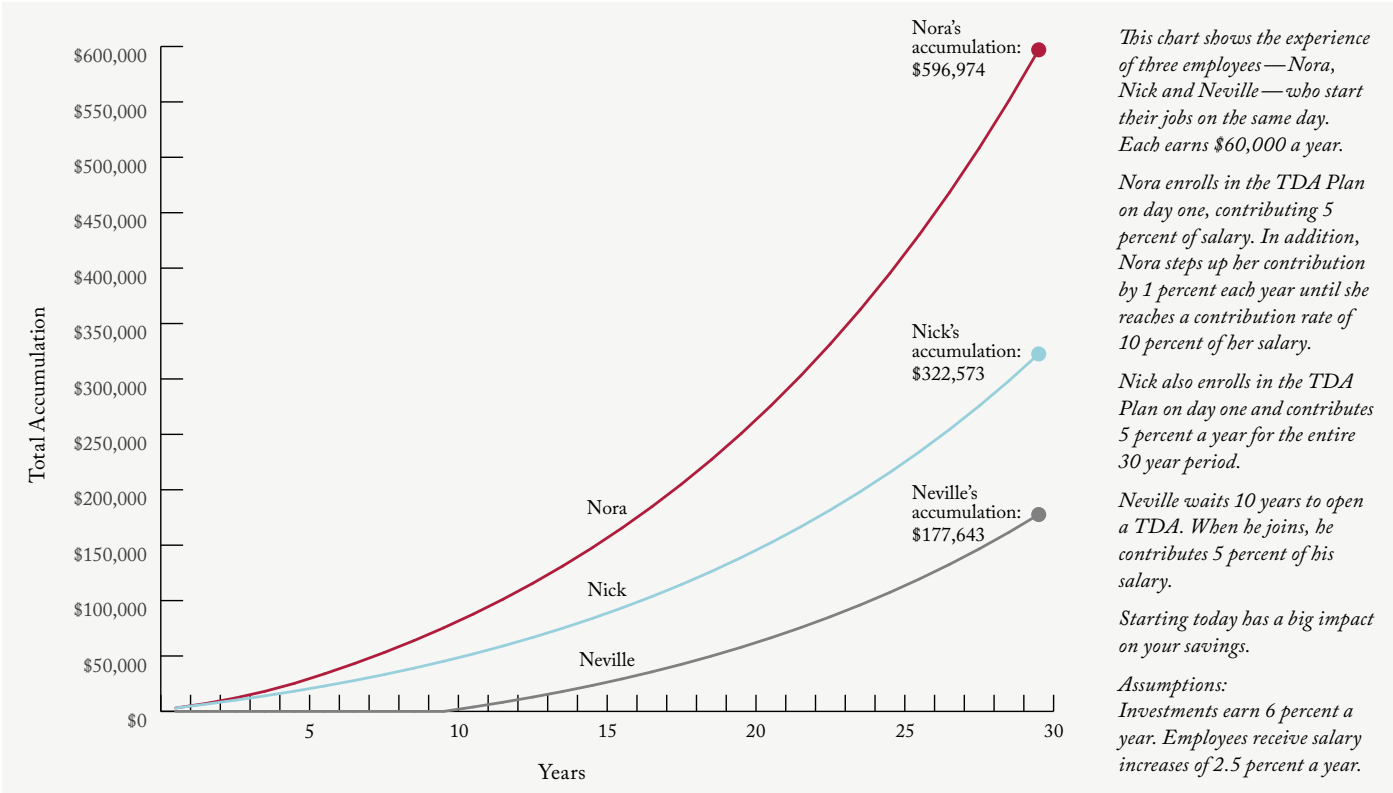


# The benefits of tax-deferred savings

## Impact on paycheck



## Impact on savings over time



# Selecting your investments: What works best for you

A key part of enrolling in the TDA Plan will be selecting your investments. Choosing investments that match your goals and preferences is important. Harvard offers a variety of investment options for its retirement plans, including the TDA Plan, giving you the flexibility to choose ones that align with your objectives and work for your investing style.

Keep in mind, that you may change your election at any time to another option(s) included among Harvard's available funds. A list of Harvard's investment options is enclosed and also on [hr.harvard.edu](http://hr.harvard.edu) under Total Rewards>Retirement> Investment Options.

## *What kind of investor are you?*

- Do you enjoy doing your own research about investments and choosing for yourself?
- Do you feel comfortable monitoring investments and reviewing your strategy on a regular basis?

If you answered **No** to these questions, you may want to take a look at *Option A: One-Step Investing with Target Date funds* (below).

If you answered **Yes** to these questions, take a look at *Option B: Pick Your Own Investment Mix* with Core funds or the Brokerage Account (page 7).

## Option A: One-Step Investing with Target Date funds

Target Date funds (also called lifecycle funds) are “pre-mixed” funds that simplify retirement investing. Target date funds provide broad diversification and generally invest more aggressively in their early years, adjusting assets to become more conservative as they approach their target date. Most people select a fund with a target date that corresponds to the year when they expect to retire.

Harvard offers target date funds from all three investment companies in the Plan.

*If you elect a TDA and do not make any investment election, your money will be automatically invested in a low-cost target date fund with Vanguard that corresponds with the year you turn 65; this is the default fund for the TDA Plan.* If you plan to retire earlier or work past 65, you may choose to invest in a target date fund with a different target date.

Target date funds are considered “best practice” choices for retirement investing. Once you invest your money in a target date fund, you only need to check on it periodically when you review your retirement planning. That's because target date funds offer:

- **“Built-in” diversification.** Target-date funds are broadly diversified, investing in a variety of major asset classes.
- **Automatic asset allocation and rebalancing.** Target date funds shift the fund's investment mix from more aggressive to lower-risk investments as they approach the fund's target date. You don't need to worry about adjusting your portfolio—it's done for you.
- **Low investment fees/costs.** The target date funds in Harvard's plans have low fees. Low fees mean you keep more of the money.

Note: Please remember that diversification and reallocating/rebalancing cannot ensure a profit nor eliminate market risk. Rebalancing does not protect against losses or guarantee that your goals will be met.

## Option B: Pick Your Own Investment Mix

While target date funds offer many advantages, Harvard knows that faculty and staff value flexibility and choice. If you want to spend more time managing your retirement investments and understand risk and other financial basics, there are two additional investment strategies available in Harvard's retirement plan.

### **Core Funds: You Build and Manage Your Portfolio**

The core fund lineup includes money market, bond, U.S. stock and international funds. You can create your own asset mix from the available investment options, based on your long-term savings goals.

You can choose core funds from the four different asset classes which can be combined to create varying degrees of potential risk and return. One of your most important investment decisions will be the percentage you allocate across the asset classes. How you diversify your investments will determine the risk and potential return of your investments.

Most of Harvard Core Fund options are lower-cost index funds, so you still enjoy the advantage of lower fees, while having the flexibility to create your own mix.

### **Brokerage Account: Maximum Flexibility for Expert Investors**

Brokerage accounts are designed for sophisticated investors who prefer to have a great deal of control over their investments. Brokerage accounts provide access to several thousand funds from Fidelity, Vanguard and many other investment companies. Harvard offers brokerage accounts from Fidelity and Vanguard.

While this offers expanded flexibility, it also comes with additional personal responsibility. It requires a lot of "homework" and hands-on management of your account. You will need to establish an account with the vendor, and make your investment elections within the account.

You may incur additional transaction fees for trades and ongoing fund management. You should contact Fidelity or Vanguard directly for details on the brokerage accounts and to request a brokerage account application.



# For questions

Harvard University Retirement Center (HURC): 800-527-1398

Fidelity: 800-343-0860

TIAA: 800-527-1398

Vanguard: 800-523-1188

## Additional tools and advice (by phone, face to face or online)

All three investment providers offer retirement education and planning tools. Go to **hr.harvard.edu** under Total Rewards>Retirement>Retirement Education & Planning Resources.

- Meet with your Fidelity Investments, TIAA or Vanguard Financial Consultant

### To schedule an appointment:

Fidelity

800-642-7131  
[www.fidelity.com/atwork/reservations](http://www.fidelity.com/atwork/reservations)

TIAA

866-842-2824  
[TIAA.org/public/products-services/retirement-consultation](http://TIAA.org/public/products-services/retirement-consultation)

Vanguard

800-662-0106, ext. 14500  
[www.meetvanguard.com](http://www.meetvanguard.com)

## Additional resources

- **Summary Plan Description (SPD).** Select “Total Rewards>Retirement” and click on “Retirement Plans Summary Plan Description (SPD) on the far right, or call the Harvard University Retirement Center at **800-527-1398**.

- **QIDA:** Go to [hr.harvard.edu/files/humanresources/files/qdianotice.pdf](http://hr.harvard.edu/files/humanresources/files/qdianotice.pdf)

- **Fee disclosures.** For prospectuses and plan- and investment-related information, including plan fees and expenses and current investment performance, please contact:

**Fidelity:** <http://requireddisclosureinfo.com> and enter your password 72627

**Vanguard:** <http://retirementplans.vanguard.com/PubFundChart/harvard/3992>

**TIAA:** [TIAA.org/planinvestmentoptions](http://TIAA.org/planinvestmentoptions) and enter 100314

