General Provisions

- Loans will be made only to prevent the participant’s eviction from his or her primary residence due to default in performance of the lease terms or the foreclosure of a mortgage on the participant’s primary residence.
- The Internal Revenue Code limits on the amount a participant may borrow are applied to the combined TIAA and/or Fidelity Basic Retirement 401(a) Plan account balance (both employee and employer funds and earnings). However, the Plan limits the maximum loan to the amount of the Basic 401(a) Employee Contribution account balances in the participant’s account invested either in TIAA or with Fidelity. The participant may borrow from his or her account at only one vendor.
- Amounts from an existing Supplemental Retirement 403(b) Plan will be subtracted from the amount the participant is eligible to borrow (based on participant’s highest outstanding loan balance during the preceding 12 months).
- Loans may not exceed the lesser of one-half of the participant’s combined TIAA and Fidelity Basic Retirement 401(a) Plan account balance or $50,000, minus the highest outstanding balances of loans from the University of Nebraska plan. The minimum loan amount is $1,000. In addition, a loan cannot exceed the amount necessary to satisfy the immediate and heavy financial need to prevent the eviction or foreclosure.
- A participant may only possess one Basic Retirement 401(a) and one Supplemental Retirement 403(b) loan at a time, regardless of the vendor.
- Participants may elect a loan amortization period from 1 to 5 years.
- The interest rate on a loan from TIAA is variable while the Fidelity rate is based on the Wall Street Prime rate plus 1 percent.
- Loans must be repaid monthly in equal installments that include both principal and interest. Repayment of a loan to TIAA or Fidelity must be made from the participant’s personal bank account.
- If a participant defaults on a loan from the plan, no subsequent loan may be requested in the future.
- TIAA does not assess any fees to process and administer a loan. Fidelity however, charges each loan participant $50.00 for the initial loan and $6.25 per quarter for administration.

Requesting a Loan

- Participants should complete the Basic Retirement 401(a) Plan Loan Application (included in this document).
- The Basic Retirement 401(a) Plan Loan Application and documentation to support the loan request (eviction or foreclosure notice and documentation of amount necessary to meet the immediate and heavy need) should be submitted to the participant’s Campus Benefits Office for review.
- After all the necessary forms and documentation has been submitted, University of Nebraska Central Administration (UNCA) will review the loan.
- After the loan has been authorized by UNCA, the participant should contact TIAA or Fidelity Investments via web access or telephone to initiate the loan from the retirement plan company.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Web Access</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIAA</td>
<td><a href="http://www.tiaa-cref.org">www.tiaa-cref.org</a></td>
<td>(800) 842-2776</td>
</tr>
<tr>
<td>Fidelity</td>
<td><a href="http://www.mysavingsatwork.com">www.mysavingsatwork.com</a></td>
<td>(800) 343-0860</td>
</tr>
</tbody>
</table>

- After the vendor loan application is obtained from TIAA or Fidelity, the loan application should be submitted to UNCA for signature approval. UNCA will notify TIAA or Fidelity of the loan approval.
- After all appropriate loan documentation has been submitted to UNCA, disbursement of the loan funds from the vendor should occur within 10 business days.
BASIC RETIREMENT 401(a) PLAN
LOAN APPLICATION
To Prevent the Eviction From or Foreclosure of Mortgage on Primary Residence

You may use this form to request a loan from the Basic Retirement 401(a) Plan. The Plan will only allow loans to prevent your eviction from your primary residence due to default under your lease or to prevent the foreclosure of a mortgage on your primary residence due to default on the indebtedness. The Plan will not loan more than necessary to satisfy the immediate and heavy financial need. You may only receive a loan from the portion of your account invested in TIAA or with Fidelity Investments attributable to employee contributions and earnings.

This form, along with the applicable evidence of eviction or foreclosure and the amount of the immediate and heavy need, must be submitted to your Campus Benefits Office for review.

Participant’s Name: ___________________________  Campus: UNL UNMC UNO UNK UNCA
Please circle your campus

Telephone Number: ___________________________  Campus Address: ___________________________

Date of Birth: _______ / _______ / _______  Campus Zip Code: ___________________________

Social Security No.: _______ - _______ - _______  Email Address: ___________________________

I hereby request a loan (specific dollar amount) of $ ________________ from my TIAA ______ or Fidelity Investments ______ account under the Basic Retirement 401(a) Plan because of eviction and foreclosure of a primary residence.

I certify that I am only requesting the amount I need to satisfy the immediate and heavy financial need described above. I have exhausted any other reasonably available resources prior to applying for this loan, and cannot satisfy my need through insurance, reasonable liquidation of assets, or borrowing from other commercial sources on reasonable terms.

I certify that all information in this application is true and correct. I understand that a misrepresentation of any fact in this application will result in disciplinary action, including, potentially, termination of employment.

__________________________  ___________________________
Date:  Participant’s Signature

__________________________  ___________________________
Date:  Campus Benefits Office  Controlled Group Employer

__________________________  ___________________________
Date:  UNCA Approval