



## BASIC RETIREMENT 401(a) PLAN LOAN APPLICATION

### To Prevent the Eviction From or Foreclosure of Mortgage on Primary Residence

#### 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-CREF 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 CREF (at TIAA-CREF) 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 and UNMC Physicians Money Purchase Pension Plans or 403(b) Plan loan 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-CREF and Fidelity Basic Retirement 401(a) Plan account balance or \$50,000, minus the highest outstanding balances of loans from the University of Nebraska and UNMC Physicians plans. 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-CREF 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-CREF 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-CREF 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-CREF or Fidelity Investments via web access or telephone to initiate the loan from the retirement plan company.

	<u>Web Access</u>	<u>Telephone</u>
TIAA-CREF	<a href="http://www.tiaa-cref.org">www.tiaa-cref.org</a>	(800) 842-2776
Fidelity	<a href="http://www.mysavingsatwork.com">www.mysavingsatwork.com</a>	(800) 343-0860

- After the vendor loan application is obtained from TIAA-CREF or Fidelity, the loan application should be submitted to UNCA for signature approval. UNCA will notify TIAA-CREF 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.

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:

Have you ever been employed by UNMC Physicians or UneMed?

I hereby request a loan (specific dollar amount) of \$ from my CREF 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