

# SAVING MADE EASY

## One Step At A Time

### WHAT IS A TSA PROGRAM?

The CSU TSA Program is a voluntary 403(b) plan that allows eligible employees to save for retirement by investing monthly, pre-tax contributions in tax-deferred accounts, under Internal Revenue Code Section 403(b). A TSA can help you save money on taxes now AND invest in your future at the same time!

### WHY PARTICIPATE?

The sooner you start saving toward your retirement the better. The earlier you start, the more you benefit from “compounding.”

Compounding happens over time as your money generates earnings, which are re-invested to generate MORE earnings.

### WHAT ARE MY OPTIONS?

The TSA Program features five Fund Sponsors, each offering quality investment options. They are:

- Fidelity
- ING Life & Annuity
- MetLife
- TIAA-CREF
- VALIC

You can choose to invest in one or split your monthly contribution between two (2) or more Fund Sponsors.

### HOW MUCH?

That depends on you. The IRS allows you to invest up to \$17,000 of your annual salary per year, but you can decide to invest as little as \$15 per month. Plus, if you are or will be age 50 or older this year, you can invest up to \$5,500 more per year. And, if you have been employed by the CSU for at least 15 years and didn’t take full advantage of TSA contribution maximums over the course of your employment, you may be able to “catch-up” and invest even more.

[www.calstate.edu/hr/benefitsportal](http://www.calstate.edu/hr/benefitsportal)



Take A Step Toward Your **Future** with  
the California State University  
**Tax Sheltered Annuity**  
(TSA) Program.

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### STEP 1:

#### EXPLORE YOUR OPTIONS.

There are five (5) Fund Sponsors to choose from, and each Fund Sponsor has a number of retirement savings plans and investment vehicles with your goals in mind.

### STEP 2:

#### GET ADDITIONAL INFORMATION.

You should feel comfortable with your decision to enroll in a TSA. If you need additional information, contact your Benefits Office to obtain the contact information of the TSA representatives assigned to your campus. Each of the Fund Sponsors has campus representatives available.

### STEP 3:

#### DETERMINE THE MAXIMUM YOU CAN INVEST.

You can defer up to \$17,000 per year toward your TSA, and if you will be age 50 or older this year, you can defer another \$5,500. In addition, if you have 15 years of CSU full-time employment and under-contributed over the course of your CSU employment, you may be able to defer an additional \$3,000 per year for up to \$15,000. Not sure if you qualify? Complete the online Maximum Contribution Worksheet available on the Benefits Portal ([www.calstate.edu/hr/benefitsportal](http://www.calstate.edu/hr/benefitsportal)).

### STEP 4:

#### DETERMINE HOW MUCH YOU WANT TO INVEST EACH MONTH.

Enter your figures into the SCO paycheck calculator ([www.sco.ca.gov/ppsd\\_se\\_paycheck\\_calc.html](http://www.sco.ca.gov/ppsd_se_paycheck_calc.html)) to see how much you can afford to invest. You can invest as little as \$15 per month for each Fund Sponsor you choose, and you can choose to invest in all five. The choice is yours!

### STEP 5:

#### CHOOSE YOUR FUND SPONSOR(S).

### STEP 6:

#### ENROLL (SET UP) YOUR TSA ACCOUNT.

Each Fund Sponsor (with one exception) has a CSU-dedicated website for you to enroll in its TSA plan. This is an important step—don't overlook this. Here are their websites and toll-free customer service numbers:

- Fidelity (800-343-0860):  
<http://enrollonline.fidelity.com>
- ING (800-525-4225):  
[www.ingretirementplans.com/custom/csu403b](http://www.ingretirementplans.com/custom/csu403b)
- MetLife (866-294-0807):  
[www.metlife.com/csu](http://www.metlife.com/csu)
- TIAA-CREF (800-842-2888):  
[www.tiaa-cref.org/csu](http://www.tiaa-cref.org/csu)
- VALIC (888-569-7055):  
[www.valic.com/calstate](http://www.valic.com/calstate)

### STEP 7:

#### CHOOSE YOUR INVESTMENT OPTIONS.

Each Fund Sponsor has a unique platform of investment choices, and they all offer Target Year Lifestyle Funds where the Fund Sponsor selects a suite of investment products based on the year you plan to retire.

### STEP 8:

#### SET UP YOUR PAYROLL DEDUCTIONS VIA RETIREMENT MANAGER.

This is very important because the Fund Sponsors can only set up your TSA account and your investment options. Deductions, however, are set up online via Retirement Manager at [www.myretirementmanager.com](http://www.myretirementmanager.com). You can make changes every month if you choose to, and changes made by the 5th of each month are effective on your pay warrant the following month.

### STEP 9:

#### CONFIRM YOUR CONTRIBUTIONS ON YOUR PAY WARRANT.

If you don't see the changes you made in Retirement Manager, please see your Benefits Office for assistance.

### STEP 10:

#### REVIEW YOUR SAVINGS STRATEGY EACH YEAR TO ENSURE YOU ARE REACHING YOUR RETIREMENT GOALS.

### A WORD ABOUT LOANS AND HARDSHIP WITHDRAWALS

All five of the current Fund Sponsors offer hardship withdrawals and four fund sponsors offer loans. If you want a loan or hardship withdrawal, you can request it from the Fund Sponsor and then download the appropriate transaction certificate from Retirement Manager.

If you have investments contributed to a TSA company prior to January 1, 2009, you may be able to obtain a loan and/or hardship withdrawal if the TSA company has been certified as a Legacy Vendor by the CSU. To access these funds, you would follow the same steps as above.

For more information on the CSU TSA Program, please visit the systemwide Benefits Portal at [www.calstate.edu/hr/benefitsportal](http://www.calstate.edu/hr/benefitsportal).