Middlebury College - Changing Your Voluntary 403(b) Retirement Contribution

The guide walks you through how to make changes to your 403(b) Voluntary Retirement contribution.

Walkthroughs:
- 1.0 Navigation Path
- 2.0 Changing Your 403b Contribution

Audience: All

<table>
<thead>
<tr>
<th>Process Step &amp; Description</th>
<th>Action</th>
</tr>
</thead>
</table>

**Getting Started**

- Navigation Path
  Me > Benefits > Change Benefits Elections

From the Home Screen, be on the Me tab.

- Click on the Benefits Icon.

![Home Screen with Me tab selected]
• Next click **Make Changes**

Review your benefits package and relevant info before you enroll. Click on Make Changes to proceed.

![Make Changes button]

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**Changing Your 403b Contribution**

On the **Before You Enroll** screen:

• Click **Continue** from the top right corner.

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**2.0 Changing Your 403b Contribution**

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- Click the **Middlebury Retirement Program** from the list.

- On the next page, click **Edit**.

<table>
<thead>
<tr>
<th>Retirement</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MIDD - Core Retirement Plan 401a</strong></td>
<td></td>
</tr>
<tr>
<td>Employee Contribution</td>
<td>6%</td>
</tr>
<tr>
<td>Employer Contribution</td>
<td></td>
</tr>
<tr>
<td><strong>MIDD - Voluntary Retirement Plan 403b</strong></td>
<td></td>
</tr>
<tr>
<td>Employee Contribution</td>
<td>5%</td>
</tr>
<tr>
<td><strong>MIDD - Voluntary Retirement Plan 403b Roth</strong></td>
<td></td>
</tr>
<tr>
<td>There’s nothing here so far.</td>
<td></td>
</tr>
</tbody>
</table>

- The Midd - Core Retirement Plan 401a section will be visible but not editable. Scroll down to the **Midd – Voluntary Retirement Plan 403b section**.
To contribute pre-tax,

a. If you are contributing for the first time, click the check box next to Employee Contribution under MIDD - Voluntary Retirement Plan 403b.

b. If you are changing your contribution, click the pencil next to your current contribution amount under MIDD - Voluntary Retirement Plan 403b.

Enter the percentage of your pay you would like to contribute pre-tax. Click OK.

To contribute Roth (after-tax),

a. If you are contributing for the first time, click the check box next to Employee Contribution under MIDD - Voluntary Retirement Plan 403b Roth.

b. If you are changing your contribution, click the pencil next to your contribution amount under MIDD - Voluntary Retirement Plan 403b Roth.
- Enter the amount you would like to contribute Roth (after-tax). Click **OK**.

Once you have updated the contribution, click **Continue** at the top of the page.

- Review your changes and click **Submit**.

Review the confirmation page. **You have now updated your contributions!**
To update your retirement plan investment elections and beneficiaries visit [https://www.tiaa.org/public/tcm/middleburycollege](https://www.tiaa.org/public/tcm/middleburycollege)