



# TIAA Brokerage Account—more investment choices for your retirement



**You can start today. Log in to your account at [TIAA.org/carnegiemellon](https://TIAA.org/carnegiemellon) or call TIAA Brokerage at 800-927-3059, weekdays, 8 a.m. to 7 p.m. (ET).**

You have the option to open a TIAA Brokerage Account within your Carnegie Mellon University Retirement Plans. With this account, you can direct your retirement plan contributions among a variety of investment choices beyond the ones offered through your current plan.

## **Multiple ways to make transactions**

- **Online:** Place orders to buy, sell or transfer mutual fund shares by logging in at [TIAA.org/carnegiemellon](https://TIAA.org/carnegiemellon).
- **Contact us:** You can place orders with a TIAA financial consultant by calling 800-927-3059.

You can also call TIAA's automated telephone service at 866-355-5505, 24 hours a day, seven days a week, for information about your account.

## **A wide range of investment choices**

A TIAA Brokerage Account allows you to independently research and select from thousands of mutual funds, including from some well-known families of funds. You can view the list of mutual funds by going to the dedicated website at [TIAA.org/brokerage](https://TIAA.org/brokerage).

## **Have questions on how to proceed?**

The following pages can show you how.



## Brokerage account Q&A

### 1. How do I open a brokerage account?

Follow the steps below to establish the brokerage account. Please note: You'll need a separate brokerage account for each retirement account you hold.

#### Online:

**Step 1:** Log in to your retirement account via secure access at [TIAA.org/carnegiemellon](https://TIAA.org/carnegiemellon). From the *Account summary* home page, select the retirement account that is eligible for the self-directed brokerage option.

**Step 2:** Once on the retirement account details page, select *Open retirement brokerage* from the Quick Links.

**Step 3:** Follow the instructions on the next set of screens to open the self-directed brokerage account.

It typically takes two business days for us to establish the brokerage account. At that time, your funds will be deposited into a brokerage money market account. You can then trade in the brokerage account by calling **800-927-3059**, or by visiting [TIAA.org/carnegiemellon](https://TIAA.org/carnegiemellon).

#### We can help

A TIAA financial consultant can also help you enroll in your brokerage account. You can complete a phone application by calling **800-927-3059**. A financial consultant will be able to send you a prefilled application for your signature. You can sign and return it in the envelope provided in the kit.

### 2. Which mutual funds are available from TIAA Brokerage Services?

You will only be able to see the specific mutual funds available if you have a brokerage account open. If you do not have an account, you cannot access a list of fund families.

To view the available mutual funds after you have opened a brokerage account, go to [TIAA.org/carnegiemellon](https://TIAA.org/carnegiemellon), log in to your retirement account and click the *Change Investments* button, then click on the *Explore Investing Choices* button.

**Note:** If you see *Open a Brokerage Account* instead of *Add Brokerage Funds*, this means you have not successfully opened a brokerage account yet.

### 3. How do I trade within my brokerage account?

You can trade online at [TIAA.org/carnegiemellon](https://TIAA.org/carnegiemellon) by clicking on the *Change Investments* button and selecting *Exchange*, or you can use our automated telephone service at **866-355-5505**, or call a TIAA financial consultant at **800-927-3059**.

#### 4. How do I move the money from my brokerage account back to other investment options available through my retirement plan?

To transfer between the brokerage account and another investment option available through your Carnegie Mellon University retirement plan, once logged in, click the *Change Investments* button on your account home page, then select *Exchange* and click on the applicable plan name. Your investment elections will be displayed and you can complete your transfer. You will have to ensure the option button is filled in for *Brokerage Investments* in the *Choose the Source Fund* section.

Transfers between your brokerage account and another investment option available through your Carnegie Mellon University retirement plan are subject to brokerage settlement periods and can take several days to complete. You can also call **800-927-3059** for more information and to have a TIAA financial consultant initiate your transfer. It can take up to three days for us to process this transfer. You can transfer assets between your retirement account and your TIAA Brokerage Account using a single screen and single-step request.

#### 5. Can I allocate retirement plan contributions directly to the brokerage account?

Yes. Once your brokerage account is opened, you will be able to direct from 1% to 90% of your contributions to a mutual fund in your account as allowed by the terms dictated by the retirement plan. You can do this by selecting *Change your investments* and then *Choose future investments*.

#### 6. How can I take a distribution or withdrawal from the brokerage account?

Distributions or withdrawals from your brokerage account aren't made directly. To receive distributions or withdrawals from the fund investments in your brokerage account, you first need to transfer the amount you wish to withdraw from your brokerage account to a non-brokerage investment (i.e., your pension account) and then request a withdrawal from that non-brokerage investment.

#### 7. Will I receive confirmations of my trades?

Yes, a confirmation for every trade is sent to you according to your preferences. You can always view your transaction history or trade confirmations in the secure portion of [TIAA.org/carnegiemellon](https://TIAA.org/carnegiemellon), or on your monthly brokerage account statements.

#### 8. Are there any fees associated with my brokerage account?

If you open a brokerage account, you will be charged commissions on all applicable transactions based upon the fees outlined in the customer account agreement or dictated by the terms of the fund. To find out more, review our brokerage account customer agreement using the following link: [TIAA.org/SDA\\_CCA](https://TIAA.org/SDA_CCA). The agreement contains important information about the brokerage account, as well as the commission and fee schedule. Other fees and expenses that apply to a continued investment in the funds are described in the fund's current prospectus.

### For additional account information

#### Online:

You can access your account by logging in at [TIAA.org/carnegiemellon](https://TIAA.org/carnegiemellon).

#### Phone:

Discuss your account with a TIAA financial consultant by calling **800-927-3059**.



## Important considerations

- There will be a \$500 minimum initial investment for most funds and additional minimums may apply for subsequent investments.
- If you lack the time or expertise to actively manage your portfolio, a brokerage account may not be appropriate for you.
- Please keep in mind that returns for mutual funds and other securities are not guaranteed, and you assume all the risks associated with investing in them.

For a complete list of fees and costs associated with a mutual fund investment, and a full explanation of our fees, go to our website at [TIAA.org/brokerage](https://www.tiaa.org/brokerage).

Please speak with a TIAA financial consultant if you have any questions about opening a brokerage account and what may be right for you.



**Carnegie Mellon University**

This material is for informational or educational purposes only and does not constitute investment advice under ERISA. This material does not take into account any specific objectives or circumstances of any particular investor, or suggest any specific course of action. Investment decisions should be made based on the investor's own objectives and circumstances.

***Certain securities may not be suitable for all investors. Securities are subject to investment risk, including possible loss of the principal amount invested.***

**Investment, insurance, and annuity products are not FDIC insured, are not bank guaranteed, are not deposits, are not insured by any federal government agency, are not a condition to any banking service or activity, and may lose value.**

The mutual funds available through TIAA, including available share classes and certain funds within a fund family, may change over time at TIAA's discretion.

***You should consider the investment objectives, risks, charges, and expenses carefully before investing. Please call 877-518-9161 or go to [TIAA.org/carnegiemellon](https://www.tiaa.org/carnegiemellon) for a current prospectus that contains this and other information. Please read the prospectus carefully before investing.***

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