



NEVADA SYSTEM OF HIGHER EDUCATION

RETIREMENT PLAN COMPANY ALLOCATION INSTRUCTIONS

NAME: \_\_\_\_\_ EMPLOYEE ID NUMBER: \_\_\_\_\_  
CAMPUS/DEPT: \_\_\_\_\_ DATE OF HIRE: \_\_\_\_\_  
DEPT. PHONE #: \_\_\_\_\_ MAILSTOP: \_\_\_\_\_ CHANGE EFF DATE: \_\_\_\_\_

Under the Nevada System of Higher Education (NSHE) Defined Contribution Retirement Plan, you may allocate the retirement contributions to any of the companies listed below. You may choose up to three options. **Contributions to any company chosen must be at least 25% of the total amount, and when combined with all other companies must equal 100%.** Percentages must be whole numbers, not fractions. If you are a new faculty member, you must make an allocation decision at the time of hire. **If you do not make an allocation decision, your contributions will be placed into the Fidelity Freedom Income Fund Account by default.** If you are a current faculty member, you may change your allocation percentages among companies, and add or delete companies as often as you wish simply by completing this form and the appropriate enrollment application (if joining a new company). Changes are effective on the first day of the month immediately following receipt of your request.

MY ALLOCATION DECISION/S ARE:

**TIAA-CREF**

\_\_\_\_\_ % of total

**AIG-VALIC**

\_\_\_\_\_ % of total

**FIDELITY**

\_\_\_\_\_ % of total

If you are a new faculty member, a completed application form for each company selected must accompany this document. If you are a current faculty member, a completed application form for each *new* company selected must accompany this document. If you are only changing allocations among your existing companies, but not adding a new company, no company application form is needed. I AM:

\_\_\_\_\_ MAKING AN **INITIAL ALLOCATION** (an application for each company selected is attached)

\_\_\_\_\_ **ADDING ONE OR MORE COMPANIES** (an application for each new company selected is attached)

\_\_\_\_\_ **CHANGING THE PERCENTAGES ALLOCATED AMONG MY EXISTING COMPANIES**

Once you have made your company allocations, you can choose from a variety of funds within each company. These fund choices can be established and changed at any time and in any manner each company permits. To execute changes in allocation among funds within a company, or transfer existing accumulations of contributions among companies, you must directly contact the appropriate company representative. This document only establishes or changes the percentage of future monthly retirement contributions allocated among the three companies

**CERTIFICATION:**

I certify that I have received information about all three companies. I further certify that NSHE has made no representation as to appropriateness of any allocation; the allocation decision above was solely my own.

Business Center North Personnel Services  
Mailstop 240  
70 Artemesia Way  
Reno, NV 89557-0055

UNLV Human Resources  
Mailstop 1026  
4505 S Maryland Pkwy  
Las Vegas, NV 89154-1026

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date