TIAA Self-Directed Brokerage overview and account setup

Your guide to the standard brokerage program for the UK Supplemental Plans
For investors with specialized investing needs, more choice can mean more opportunity to direct retirement investments across markets and asset classes outside of your plan’s core lineup.

The TIAA Self-Directed Brokerage Account is an optional feature made available by The University of Kentucky Retirement Program. With this account, you can direct your retirement plan contributions among a variety of investment choices beyond the ones offered through your current plan.

**A wide range of investment choices**

With your brokerage account, you can independently research and select from thousands of mutual funds, including from some well-known fund families, stocks, bonds and exchange-traded funds (ETFs).

**Flexibility and simplicity**

With TIAA Brokerage, there are multiple ways you can get information on your account and place orders to buy, sell or transfer investments.

- Do it all yourself by logging in to your account at TIAA.org.
- Contact a TIAA financial consultant by calling 800-927-3059. They can place orders or answer any brokerage questions.

Details and step-by-step instructions to open an account are on the following pages.
Before you begin

There are certain requirements and important considerations if you open a TIAA Brokerage account.

- You’ll need both a legitimate U.S. residential address and legitimate U.S. mailing address. (P.O. boxes are not acceptable as a residential address but may be used for mailing if a residential address exists.)
- You’ll need an established retirement account in the 457(b) retirement plan for each brokerage account you want to open.
- There’s an initial minimum transfer of $5,000, up to 100%, from your retirement account to establish the brokerage account.
- There will be a minimum initial investment of $500 or the required prospectus minimum, whichever is greater, and additional minimums may apply for subsequent investments for most mutual funds.
- This account is self-directed. The investments in the brokerage account are not monitored by The University of Kentucky.
- There’s no minimum balance requirement, annual fee or maintenance fees; however, some mutual funds and ETFs do have investment minimums.*
- Transaction fees may apply. See the Fees section or review your Customer Account Agreement for complete details.
- Returns for mutual funds and other securities are not guaranteed, and you assume all the risks associated with investing in them.

*These minimum fees and expenses, including those which apply to a continued investment in a fund, are described in the fund’s and ETF’s current prospectus.
Opening your brokerage account

Please review the requirements and the considerations from the prior page before you begin.

Step 1:
Log in to your online retirement plan at TIAA.org.

Step 2:
On the home page, make sure you are on the Account summary tab. Select the retirement account to which you want to add brokerage and click on the arrow.

Step 3:
From the Quick Links at the top of the page, select Add retirement brokerage.

Please note: All referenced materials are samples only.
Step 4:
At this point, you’ll have to sign a consent for electronic delivery of your important documents. To do so, check I have read and accept these terms and conditions, then select Continue.

Step 5:
Next, enter your employment data, affiliations and investment profile. When all the data is entered and verified, select Continue.
Step 6:
Next, you need to review the Brokerage Account Agreement. Once you have completed your review, check I have read and accept these terms and conditions, then select Submit.

Congratulations, you’re finished with the account-opening process. You’ll see a message that your brokerage account application has been received and is being processed. This typically takes two business days. Once completed, you’ll be able to begin trading within your brokerage account.
How to access your brokerage account

**Step 1:**
Go to TIAA.org and select Log In. Enter your user ID and password.

**Step 2:**
This brings you to the secure home page. You can locate your brokerage accounts by selecting Manage Brokerage Investments.

**Step 3:**
You will now see the account summary page for your brokerage.
Step 4: Confirm the information is correct and select *Place Order*.

Step 5: Your trade will be confirmed. From here, you can exit the screen, view the order status or place another order.
Research & performance

One key to building a strategic investing plan is to be educated on your investing options and the performance of each of those options.

Through TIAA.org, you’ll be able to educate yourself on funds, and stay up-to-date on current financial trends and financial news. Click on Resources and then select Mutual funds.

By selecting the Mutual funds option, you’ll be able to see the various fund options that you can choose from to build your portfolio.

To research funds, you can click on the Screener tab. Here, you can set up criteria to find funds that support your strategy.

You also have the ability to select up to five funds and then click Compare to see how your options match up, how share classes compare to one another and more—all designed to help you become better educated and a more informed manager of your financial future.
View transaction history

Confirmations are sent for every trade. You can view your entire transaction history by logging in to your account at TIAA.org, or through your monthly brokerage and quarterly combined retirement account statements.

Note: Trades placed before the investment trade cut-off time, (4PM Eastern), will be executed that business day. Transfers between the brokerage account and another account or fund available through the retirement plan(s) are subject to brokerage settlement periods and can take several business days to complete.
Frequently asked questions

**Q: How do I move money from my brokerage account to the other core menu investment options?**

**A:** To transfer between the brokerage account and another investment option available through the core menu, you must call a TIAA financial consultant at 800-927-3059. Moving funds from the brokerage account to the core menu cannot be done online.

**Q: How can I take a distribution or withdrawal?**

**A:** Distributions or withdrawals from your brokerage account aren’t made directly. To receive distributions or withdrawals from your brokerage account:

1. Transfer the amount you wish to withdraw from your brokerage account to the core menu.
2. Call a financial consultant at 800-927-3059 to request a withdrawal.

**Q: Are there any fees?**

**A:** If you open a brokerage account, you will be charged a commission on all applicable transactions based upon the fees outlined in the Customer Account Agreement or dictated by the terms of the fund. Please see the Fees section after these FAQs for more detailed information.

**Q: Will my brokerage account be monitored by anyone besides me?**

**A:** No. Unlike the plan-sponsored retirement accounts, it is the responsibility of each individual to monitor and manage their own self-directed brokerage account. TIAA.org provides tools that allow individuals to compare investment options, review available share classes and other factors so that you can make informed decisions.

**Q: Will I receive confirmations of my trades?**

**A:** 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 or on your monthly brokerage account statements.

**Q: Are brokerage accounts available to foreign address participants?**

**A:** No. TIAA Brokerage accounts are only available to enrolled plan participants with a permanent U.S. residential and mailing address.
### Transaction fees

Transaction fees are charged in accordance with the TIAA Commission and Fee Schedule shown below.

#### TIAA Self-Directed Brokerage Account Customer Account Agreement

<table>
<thead>
<tr>
<th>Commission and fee schedule effective February 15, 2021</th>
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<tbody>
<tr>
<td><strong>Equities and exchange-traded funds</strong></td>
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<td>Commissions and fees</td>
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<td>Equity and transaction-fee ETFs notes</td>
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<td>No-transaction-fee (NTF) ETFs</td>
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<td>Financial transaction tax (FTT) ordinary and ADR</td>
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<td>ADR agent servicing fee</td>
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<td>Securities and Exchange Commission (SEC) Section 31 transaction fee</td>
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<th>Fixed income</th>
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<tr>
<td>Bonds and CDs are available for purchase online; for assistance call 800-927-3059.</td>
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<tr>
<td><strong>U.S. Treasury securities</strong></td>
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<tr>
<td>New issues (primary at auction)</td>
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<tr>
<td>Existing issues (secondary already trading)</td>
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<tr>
<td><strong>Other fixed income</strong></td>
</tr>
<tr>
<td>Municipal bonds, government agency bonds, unlisted (over-the-counter, or OTC) corporate bonds, and mortgage-backed securities¹</td>
</tr>
<tr>
<td>Certificates of deposit—New issues</td>
</tr>
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¹ TIAA may execute certain fixed income transactions for your Account on either an agency or principal basis. If we execute on an agency basis, the commissions listed above will apply. If we execute on a principal basis, we will sell a fixed-income product to you (or buy it from you), which we contemporaneously purchase from (or sell to) a dealer. If so, the net compensation earned by TIAA will include a mark-up. If we sell a fixed-income product to you, the mark-up is the difference between the sales price to you and the price we pay to purchase the product from a dealer. If we buy a fixed-income product from you, the mark-up is the difference between the sales price to the dealer and the price we pay to purchase the security from you.
For complete information about the brokerage account and program fees, read the TIAA Brokerage Account Customer Account Agreement or view TIAA Brokerage forms at TIAA.org/public/brokerage/custsvce/forms.html. Additional fees and expenses apply to a continued investment in the funds and are described in the fund’s current prospectus.
For questions about your brokerage account, please contact us at 800-927-3059.