

ENROLLMENT FORM

WEST VIRGINIA HIGHER EDUCATION
POLICY COMMISSION

WEST VIRGINIA HIGHER EDUCATION COMMISSION QUALIFIED 401A PLAN



FINANCIAL SERVICES
FOR THE GREATER GOOD



OPEN YOUR RETIREMENT ACCOUNT

NEED HELP?

Call 800 842-2252

Monday to Friday from 8 a.m. to 10 p.m., and Saturday from 9 a.m. to 6 p.m. (ET) or visit tiaa.org.

¿HABLA ESPAÑOL?*

Llame al 800 842-2252 y marque 9 si desea atención en español, de lunes a viernes de 8:00 a 22:00 hrs. y sábados de 9:00 a 18:00 hrs. (hora del Este).

Go to www.tiaa.org/guide to view a web tutorial that will walk you through the decision-making process.

FILL OUT YOUR ENROLLMENT FORM

STEP 1

CHOOSE YOUR INVESTMENTS

Select from the list of investment choices available under your employer's plan. Please review the prospectuses for the investment choices before making your selections. See next page for how to access the prospectuses.

STEP 2

TELL US ABOUT YOURSELF

Provide basic information to establish your account.

STEP 3

LIST ANY EXISTING CONTRACTS

See instructions to determine if applicable.

STEP 4

NAME YOUR BENEFICIARIES

SPOUSAL WAIVER (IF APPLICABLE)

This section may or may not appear on your form, depending on the provisions of your employer's plan. If it does appear on your form, and if you are married and name someone other than your spouse as beneficiary for more than 50% of the death benefit, your spouse will need to complete and sign this section.

STEP 5

SIGN YOUR FORM

If you need to make a change please initial and date next to the correction.

RETURN YOUR COMPLETED FORM

Return your completed form to your employer's HR/Benefits office. You may need to complete a salary deferral agreement with your employer.

IMPORTANT INFORMATION

Whenever a new account is opened, federal law requires all financial institutions to help the government fight the funding of terrorism and prevent money laundering activities by obtaining, verifying and recording information that identifies each person who opens an account. For this reason, we request your name, physical address (a P.O. Box alone is insufficient), date of birth, Social Security number (or taxpayer identification number), telephone number and other information that will allow us to identify you. Without this information, we may not be able to open an account or process any transactions for you. State regulations require that you provide information on any existing annuity or life insurance contracts that would be replaced by the TIAA account for which you are applying. If your new TIAA account is going to replace more than one existing contract, please include that information.

*Todos los contratos están redactados en inglés. Al hacer cualquier trato con nosotros, usted declara comprender nuestros documentos si los lee en inglés o que cuenta con algún asesor de su confianza que se los interprete. All contract documents are in English. When you do business with us, you represent that you can read and understand our English documents or have your own trusted advisor who can interpret them for you.

You should consider the investment objectives, risks, charges and expenses carefully before investing. Please call 877 518-9161 or log on to tiaa.org for paper copies of the product and fund prospectuses that contain this and other information. Please read the prospectus carefully before investing. To have copies of paper prospectuses sent to you at no charge, please call TIAA at 877 518-9161. TIAA-CREF Individual & Institutional Services, LLC and Teachers Personal Investors Services, Inc. distribute securities products. TIAA (Teachers Insurance and Annuity Association of America) and CREF (College Retirement Equities Fund), 730 Third Avenue, New York, NY 10017 issues annuities.

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CHOOSE YOUR ALLOCATION

NEED HELP?

For assistance in choosing an allocation or filling out your form, please call us at 800 842-2252.

TWO EASY WAYS TO PICK YOUR INVESTMENTS

If your employer's plan offers mutual funds as an investment choice, participants with non-U.S. addresses may be subject to certain investment restrictions, including restrictions on purchases of mutual funds.

OPTION A: One-Step Investing

This option is designed for investors who want to keep it simple — by choosing a single TIAA-CREF Lifecycle Fund to help meet all of their retirement needs. It's a convenient, low-maintenance way to have your retirement investments professionally managed for you — to and through retirement. All you need to do is pick a single TIAA-CREF Lifecycle Fund.

TIAA-CREF Lifecycle Funds have names that match specific investment time horizons — the year an investor expects to retire. So all you need to do is choose the Lifecycle investment with the name that most closely matches when you think that will be.

OPTION B: Pick Your Own Investment Mix

This option is designed for investors who want to research and evaluate their investment choices and then create their own portfolios. We can give you a head start, by providing some examples of model portfolios that include a mix of different asset classes and represent different levels of tolerance. We can also help you determine how much risk you're comfortable taking as a long-term investor. To find out how to pick your own investment mix, go step by step, through the How to Pick the Right Investments booklet.

Before making your investment choices and completing your enrollment form, please read the prospectuses for the investments you are interested in. To view the prospectuses online, go to www.tiaa.org/PRO and enter your Prospectus Access Code: **102166**. If you prefer, you can obtain paper copies of the product and fund prospectuses by calling 877 518-9161. With respect to the TIAA Stable Value annuity, please refer to the product-specific literature that accompanies your enrollment materials. In addition, a fact sheet providing more details about TIAA Stable Value is available at tiaa.org or by calling 877 518-9161. Please note that on your enrollment form, you will be asked to confirm that you have received and accessed the relevant prospectus(es) and/or product literature for your investment choices.

OPTION A: One-Step Investing

Pick the TIAA-CREF Lifecycle Fund that's closest to the year you plan to retire. All of your contributions will go into the fund you pick.

Investment	Type	Investment #	Ticker Symbol	Share Class
<input type="checkbox"/> TIAA-CREF Lifecycle 2010 Fund	Mutual Fund	151	TCTIX	Institutional
<input type="checkbox"/> TIAA-CREF Lifecycle 2015 Fund	Mutual Fund	152	TCNIX	Institutional
<input type="checkbox"/> TIAA-CREF Lifecycle 2020 Fund	Mutual Fund	153	TCWIX	Institutional
<input type="checkbox"/> TIAA-CREF Lifecycle 2025 Fund	Mutual Fund	154	TCYIX	Institutional
<input type="checkbox"/> TIAA-CREF Lifecycle 2030 Fund	Mutual Fund	155	TCRIX	Institutional
<input type="checkbox"/> TIAA-CREF Lifecycle 2035 Fund	Mutual Fund	156	TCIIX	Institutional
<input type="checkbox"/> TIAA-CREF Lifecycle 2040 Fund	Mutual Fund	157	TCOIX	Institutional
<input type="checkbox"/> TIAA-CREF Lifecycle 2045 Fund	Mutual Fund	521	TTFIX	Institutional
<input type="checkbox"/> TIAA-CREF Lifecycle 2050 Fund	Mutual Fund	523	TFTIX	Institutional

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CHOOSE YOUR ALLOCATION

OPTION A: One Step Investing (continued)

Investment	Type	Investment #	Ticker Symbol	Share Class
<input type="checkbox"/> TIAA-CREF Lifecycle 2055 Fund	Mutual Fund	1736	TTRIX	Institutional
<input type="checkbox"/> TIAA-CREF Lifecycle Retirement Income Fund	Mutual Fund	526	TLRIX	Institutional

OPTION B: Pick Your Own Investments

Pick your own investments to build a diversified mix that's right for you. Please use only whole numbers and make sure your total allocation equals 100%. **HELPFUL TOOL:** Visit tiaa-cref.org/calcs to use our Asset Allocation Evaluator to help you create an allocation.

Percentage	Investment	Type	Investment #	Ticker Symbol	Share Class
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %	EQUITIES CREF Equity Index Account	Variable Annuity	066	QCEQIX	R3
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %	CREF Global Equities Account	Variable Annuity	064	QCGLIX	R3
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %	CREF Growth Account	Variable Annuity	065	QCGRIX	R3
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %	CREF Stock Account	Variable Annuity	060	QCSTIX	R3
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %	TIAA-CREF Emerging Markets Equity Fund	Mutual Fund	1536	TEMPX	Premier
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %	TIAA-CREF Growth & Income Fund	Mutual Fund	1175	TRPGX	Premier
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %	TIAA-CREF International Equity Fund	Mutual Fund	1178	TREPX	Premier
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %	TIAA-CREF Large-Cap Growth Fund	Mutual Fund	1180	TILPX	Premier
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %	TIAA-CREF Large-Cap Value Fund	Mutual Fund	1181	TRCPX	Premier
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %	TIAA-CREF Mid-Cap Growth Fund	Mutual Fund	1192	TRGPX	Premier
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %	TIAA-CREF Mid-Cap Value Fund	Mutual Fund	1193	TRVPX	Premier
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %	TIAA-CREF Real Estate Securities Fund	Mutual Fund	1195	TRRPX	Premier
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %	TIAA-CREF S&P 500 Index Fund	Mutual Fund	861	TSPX	Institutional
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %	TIAA-CREF Small-Cap Equity Fund	Mutual Fund	132	TSRPX	Premier
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %	TIAA-CREF Social Choice Equity Fund	Mutual Fund	1198	TRPSX	Premier
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %	REAL ESTATE TIAA Real Estate Account	Variable Annuity	009	QREARX	N/A

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CHOOSE YOUR ALLOCATION

OPTION B: Pick Your Own Investments (continued)

	Percentage	Investment	Type	Investment #	Ticker Symbol	Share Class
FIXED INCOME	<input type="text"/> <input type="text"/> <input type="text"/> %	CREF Bond Market Account	Variable Annuity	063	QCBMIX	R3
	<input type="text"/> <input type="text"/> <input type="text"/> %	CREF Inflation-Linked Bond Account	Variable Annuity	067	QCILIX	R3
	<input type="text"/> <input type="text"/> <input type="text"/> %	TIAA-CREF Bond Plus Fund	Mutual Fund	1173	TBPPX	Premier
	<input type="text"/> <input type="text"/> <input type="text"/> %	TIAA-CREF High-Yield Fund	Mutual Fund	1176	TIHPX	Premier
	<input type="text"/> <input type="text"/> <input type="text"/> %	TIAA-CREF Short-Term Bond Fund	Mutual Fund	1196	TSTPX	Premier
MONEY MARKET	<input type="text"/> <input type="text"/> <input type="text"/> %	CREF Money Market Account	Variable Annuity	061	QCMMIX	R3
GUARANTEED	<input type="text"/> <input type="text"/> <input type="text"/> %	TIAA Stable Value	Guaranteed Annuity	1302	N/A	N/A
	<input type="text"/> <input type="text"/> <input type="text"/> %	TIAA Traditional Annuity	Guaranteed Annuity	001	N/A	N/A
MULTI-ASSET	<input type="text"/> <input type="text"/> <input type="text"/> %	CREF Social Choice Account	Variable Annuity	062	QCSCIX	R3
	<input type="text"/> <input type="text"/> <input type="text"/> %	TIAA-CREF Lifecycle 2010 Fund	Mutual Fund	151	TCTIX	Institutional
	<input type="text"/> <input type="text"/> <input type="text"/> %	TIAA-CREF Lifecycle 2015 Fund	Mutual Fund	152	TCNIX	Institutional
	<input type="text"/> <input type="text"/> <input type="text"/> %	TIAA-CREF Lifecycle 2020 Fund	Mutual Fund	153	TCWIX	Institutional
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	<input type="text"/> <input type="text"/> <input type="text"/> %	TIAA-CREF Lifecycle 2045 Fund	Mutual Fund	521	TTFIX	Institutional
	<input type="text"/> <input type="text"/> <input type="text"/> %	TIAA-CREF Lifecycle 2050 Fund	Mutual Fund	523	TFTIX	Institutional
	<input type="text"/> <input type="text"/> <input type="text"/> %	TIAA-CREF Lifecycle 2055 Fund	Mutual Fund	1736	TTRIX	Institutional
	<input type="text"/> <input type="text"/> <input type="text"/> %	TIAA-CREF Lifecycle Retirement Income Fund	Mutual Fund	526	TLRIX	Institutional
	1 0 0 %	TOTAL				

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INFORMATION FORM
FOR PLANS USING THE TIAA STABLE VALUE (TSV) ANNUITY (A GROUP ANNUITY)
AND MUTUAL FUNDS ONLY

DEFINITION: Primary beneficiaries are individuals who are entitled to receive the benefits of your plan if you die.

Make sure the percentages for your primary and contingent beneficiaries each totals 100%.

NAME YOUR BENEFICIARIES

Primary Beneficiaries

Name (Title, First Name, Middle Name, Last Name)

Percentage

Social Security or Tax ID Number

Birth Date (mm/dd/yyyy)

Relationship

Name (Title, First Name, Middle Name, Last Name)

Percentage

Social Security or Tax ID Number

Birth Date (mm/dd/yyyy)

Relationship

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INFORMATION FORM
FOR PLANS USING THE TIAA STABLE VALUE (TSV) ANNUITY (A GROUP ANNUITY)
AND MUTUAL FUNDS ONLY

DEFINITION: Contingent beneficiaries are individuals who are entitled to receive the benefits of your plan if the primary beneficiary(ies) die(s) before you.

To choose more than two primary or contingent beneficiaries, include an additional page with your name, Social Security or Tax ID number, and the information for the additional beneficiaries.

Contingent Beneficiaries

Name (Title, First Name, Middle Name, Last Name)

Percentage

Social Security or Tax ID Number

Birth Date (mm/dd/yyyy)

Relationship

Name (Title, First Name, Middle Name, Last Name)

Percentage

Social Security or Tax ID Number

Birth Date (mm/dd/yyyy)

Relationship



INFORMATION FORM
FOR PLANS USING THE TIAA STABLE VALUE (TSV) ANNUITY (A GROUP ANNUITY)
AND MUTUAL FUNDS ONLY

SIGN YOUR FORM

By completing this form, you are directing your employer to allocate funds under your employer's plan to the TIAA Stable Value annuity -a group annuity- and/or to other funding options offered by TIAA-CREF or by other vendors. All of your rights under these funding vehicles are subject to the terms of your employer's plan. Your employer, or other plan fiduciary, may decide to cease offering any of these funding vehicles as allocation options under the plan and, should your employer or other plan fiduciary decide to do so, you may be required to transfer your accumulations in such plan funding option to another plan funding option.

You may withdraw accumulations held on your behalf under the TIAA Stable Value annuity in a lump-sum when distributions of such accumulations directly to you are permitted under the terms of your employer's plan. Your employer's plan may also permit you to transfer accumulations held on your behalf under the TIAA Stable Value annuity to other funding options available under the plan. If you transfer such accumulations out of the TIAA Stable Value annuity you may not transfer any amounts into the TIAA Stable Value annuity during the following 30 days. In addition, you may be restricted from applying amounts transferred from the TIAA Stable Value annuity to certain other funding options that may be available under your employer's plan, designated as "competing funds," for 90 days from the date they are transferred from the TIAA Stable Value annuity. **The accumulations in and benefit payments from any mutual funds are variable and not guaranteed; they depend on the investment performance of these accounts.**

Your beneficiary designation will apply to your TIAA Stable Value annuity and to any other funding options for which TIAA keeps records under this plan only. In accordance with the terms of your employer's plan, fees associated with the administration of the plan may be deducted from accumulations held on your behalf in the TIAA Stable Value annuity or in any of the other funding options.

PROSPECTUS AND OTHER DOCUMENTS ACKNOWLEDGMENT

Please check the box below acknowledging your receipt of the following documents:

- Prospectuses for the investment options available to you
- TIAA Business Continuity Policy
- TIAA Stable Value Literature
- TIAA Privacy Policy
- Intermediary Frequent Trading Policy

Please check the box below to acknowledge electronic receipt of prospectuses and other required documents.

I acknowledge that I consent to receiving and have received the above-referenced documents for my plan by means of either the TIAA website (ttaa.org), the website from which this form was downloaded, a CD accompanying my enrollment form, or at the special web address www.ttaa.org/PRO using the Prospectus Access Code provided in my enrollment materials. I further acknowledge that I am able to access these documents via one of these sources. I understand that this acknowledgment applies only to this initial enrollment.

To select this acknowledgment and consent, you must either have access to the websites noted above or a computer with a CD drive and Internet access. ~~In either case, you must also be able to download, view and print the documents. You will need Adobe Reader to view and print electronic PDF documents.~~ If you don't have Adobe Reader, go to www.adobe.com to download a free copy. To request assistance with accessing these documents electronically, please contact us toll-free at 800 842-2252. You understand and acknowledge that accessing documents electronically may involve additional costs, including but not limited to, subscription access fees from an Internet service provider and printing costs.

Paper versions of the above documents can be ordered free of charge, both now and in the future, by calling toll-free 877 518-9161 or go to ttaa.org. If you are unable to acknowledge that you have received and accessed these documents on the website or CD, please call 877 518-9161 for paper prospectuses at no charge.

Note: Unless indicated above, I acknowledge that I have received paper copies of the above-referenced documents.

Under penalties of perjury, you certify that the taxpayer identification number shown on this form is your correct Social Security number. The Internal Revenue Service does not require your consent to any provision of this document.

I have read and acknowledge all provisions of this form.

Please sign in only black or dark blue ink. ▶ Signature Date (mm/dd/yyyy)



INFORMATION FORM
FOR PLANS USING THE TIAA STABLE VALUE (TSV) ANNUITY (A GROUP ANNUITY)
AND MUTUAL FUNDS ONLY

FOR TIAA AGENT USE, IF APPLICABLE

Agent Name (Title, First Name, Middle Name, Last Name)

Agent CRD Number