VCU Optional Retirement Plan (ORP)
VENDOR CHANGE FORM
(NOTE: This action is only available during the February 1-27, 2015 ORP Open Enrollment)

Name: ______________________________________

V-ID Number: ___________________________ *

Check one box (only) below to select the vendor that should receive future contributions to the VCU ORP:

☐ - TIAA-CREF

☐ - Fidelity

IMPORTANT! If you do not already have a VCU ORP account with the vendor you are selecting, visit http://www.hr.vcu.edu/benefits/benefits-list/retirement/optional-retirement-plan for instructions on how to set up an account.

By signing below, I acknowledge I am aware that VCU will send my ORP contributions to the vendor I have selected above. I understand the change I have made will become effective on March 1, 2015 and will be reflected in my pay stub documentation (on eServices/VCU Self Service) beginning March 16, 2015.

Signature __________________________ Date __________________

NOTE: Please return this completed form no later than February 27, 2015 to VCU Human Resources (see below for address information, including fax and email).

*If you do not know your V-ID number, please see the Personnel Administrator for your department.