VCU Optional Retirement Plan (ORP)
VENDOR CHANGE FORM

(NOTE: This action is only available during the February 1-28, 2017 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

☐ - Fidelity

IMPORTANT! If you do not already have a VCU ORP account with the vendor you are selecting, open your account at www.tiaa.org/vcu (TIAA) or www.netbenefits.com/vcu (Fidelity) so that contributions can be accepted.

__________________________________________

By signing below, I acknowledge I am aware that VCU will send future ORP contributions to the vendor I have selected above. I understand the change I have made will become effective on March 1, 2017 and will be reflected in my pay stub documentation (on eServices/VCU Self Service) beginning with the March 16, 2017 pay date.

Signature __________________________       Date __________________

NOTE: Please return this completed form no later than February 28, 2017 to VCU Human Resources (see below for address information, including fax and email).

*If you do not know your V-ID number, please reference your pay stub in eServices/VCU Self Service or see the Personnel Administrator for your department.