



# VCU Human Resources

## VCU Optional Retirement Plan (ORP) 2019 Open Enrollment ACCOUNT PROVIDER CHANGE FORM

(NOTE: This action is available only during the February 1-28, 2019 ORP Open Enrollment)

Name: \_\_\_\_\_

V-ID Number: \_\_\_\_\_\*

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

- TIAA

- Fidelity

**IMPORTANT!** If you do not already have a VCU ORP account with the provider you are selecting, open your account at [www.tiaa.org/vcu](http://www.tiaa.org/vcu) (TIAA) or [www.netbenefits.com/vcu](http://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, 2019** and will be reflected in my pay stub documentation (on eServices/VCU Self Service) beginning with the **March 15, 2019** pay date.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** Please return this completed form **no later than February 28, 2019** 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.