



# VCU Human Resources

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

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

V-ID Number (required): \_\_\_\_\_\*

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

- TIAA

- Fidelity Investments

**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.

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By signing below, I direct VCU to send future ORP contributions to the account provider I have selected above, and that it may take up to two pay dates for this change to take effect. I understand that existing ORP balances will remain with my previous account provider(s) unless I arrange an in-plan exchange directly with the account providers.

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

\*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.

Return this form using the contact information at the bottom of this page. Review your pay stub on the anticipated effective date in order to confirm change. If you return this form by email or fax, you may send email with return receipt requested or retain a copy of your fax confirmation as proof of transmission.