University of Hawai`i
403(b) Accounts with TIAA-CREF

TIAA-CREF allows University of Hawai`i Tax-Deferred Annuity (TDA) participants the opportunity to establish an account either on-line or by requesting an enrollment kit via mail. Once you’ve completed the enrollment process, you’ll receive a verification message from TIAA-CREF.

TO ENROLL WITH TIAA-CREF:

Via mail:
Call TIAA-CREF at 800-842-2007 to request an enrollment kit. Complete the forms and return them to TIAA-CREF, 560 Mission Street, 11th Floor, San Francisco, CA 94105.

On-line:
1. Access the TIAA-CREF website at www.tiaa-cref.org
2. In the upper right corner, click on Open An Account
3. Then click on Retirement Plans
4. Review the prospectuses of the investment(s) you are interested in. Click on enroll online
5. Insert the following access code: HIA898. If you do not already have a TIAA-CREF Web Center login, you will be required to establish one now. Follow the directions on the TIAA-CREF website to establish a login.

TO START UH SALARY REDUCTIONS:

1. You must complete a University of Hawai`i Form 82, Salary Reduction Agreement to specify how much you want withheld from your paycheck. A form fillable version is available at http://www.pers.hawaii.edu/tda/tda-index.asp.
2. Attach a copy of your TIAA-CREF account confirmation to the salary reduction agreement. The copy of the account confirmation is in lieu of TIAA-CREF’s signature acknowledgement.
3. Send the completed salary reduction agreement to the UH Office of Human Resources, 2440 Campus Road, Admin Services Bldg 2, Honolulu HI 96822.

QUESTIONS:

For assistance with establishing a 403(b) account, please call TIAA-CREF at 800-842-2888, weekdays from 5 a.m. to 7 p.m. (PST), or Saturdays from 6 a.m. to 3 p.m. (PST).

Contact the UH Office of Human Resources for questions related to the UH Salary Reduction Agreement at:
Phone: (808) 956-8643
Email: uh-tda-l@hawaii.edu