The Bishop's School

ESTABLISHED 1909

How To Enroll or Change Your TIAA Contributions in ADP

IMPORTANT TO KNOW BEFORE YOU START

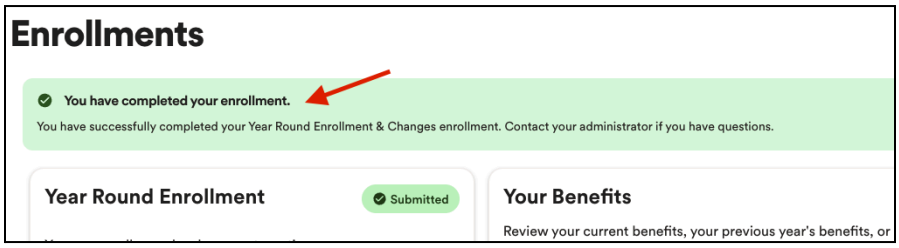
- **Eligibility:** All active employees may contribute. Bishop's contributes to eligible employees as defined in the plan document (3% contribution + 5% match).
- **TIAA Pre-Tax:** All contributions are deducted from gross income on **pre-tax** basis (before income tax is calculated). Taxes are due upon withdrawal.
- **TIAA ROTH Post-Tax:** All contributions are deducted from income on **post-tax** basis (after income tax is calculated). No taxes are due on employee contributions and interest growth.
- **Important:** Bishop's will only match the first 5% of your overall contributions based on eligibility defined in the plan documents. E.g.: *If an employee is eligible for employer contribution and contributes 5% on pre-tax and 5% on post-tax basis, the School will contribute 5%, not 10%.*
- **Note:** All School's contributions are always pre-tax; taxes will be due upon withdrawal.

All contributions are based on a calendar year per IRS regulations for calculation of taxable income.

2025 IRS limits for 403(b) pre-tax and post-tax contributions:

- $23,500 per annum
- $7,500 for employees who are 50 years old or over (cumulative $31,000)
- $11,250 for employees who are 60-63 years old in 2025 (cumulative $34,750)

1. In your ADP account go to Myself - Benefits - Enrollments
2. Go to **Year Round Enrollment** and click on **Manage Enrollment**
3. After the welcome message (please read carefully), please click on **Continue**
4. Make changes to your elections (annual election (24 pays/year or remaining number of pays in the calendar year), or per pay, or percentage)
5. **Preview - Complete - Confirm**
6. **Submit Enrollment > YES** *(changes will not be submitted if this step is missed).*
   You successfully submitted your retirement contribution change **if, and only if,** you see this message in green tile as displayed below and can see the change under *Myself - Benefits - Your Benefits.*



IMPORTANT!

Beneficiaries and investment allocation for TIAA should be kept up-to-date on the TIAA website only; please login to your TIAA account and administer any changes there. Here is a quick tutorial on how to declare your beneficiaries in your TIAA account. Wish to speak to financial/retirement advisors about your retirement planning? Please contact Morgan Stanley directly.