

SAVING MADE EASY

One Step At A Time

WHAT IS A TSA PROGRAM?

The CSU TSA Program is a voluntary 403(b) plan that allows eligible employees to save for retirement by investing monthly, pre-tax contributions in tax-deferred accounts, under Internal Revenue Code Section 403(b). A TSA can help you save money on taxes now AND invest in your future at the same time!

WHY PARTICIPATE?

The sooner you start saving toward your retirement the better. The earlier you start, the more you benefit from “compounding interest.” Compounding happens over time as your money generates earnings, which are re-invested to generate MORE earnings.

WHAT ARE MY OPTIONS?

The TSA Program features five Fund Sponsors, each offering quality investment options. They are:

- Fidelity
- Voya Financial
- MetLife
- TIAA-CREF
- VALIC

You can choose to invest in one or split your monthly contribution between two (2) or more Fund Sponsors.

HOW MUCH?

That depends on you. For 2015, the IRS allows you to invest up to \$18,000 of your annual salary, but you can decide to invest as little as \$15 per month. Plus, if you are or will be age 50 or older this year, you can invest up to \$6,000 more per year. And, if you have been employed by the CSU for at least 15 years and didn't take full advantage of TSA contribution maximums over the course of your employment, you may be able to “catch-up” and invest even more.

www.myretirementmanager.com



Take A Step Toward Your **Future** with
the California State University
Tax Sheltered Annuity
(TSA) Program.

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STEP 1: **EXPLORE YOUR OPTIONS.**

There are five (5) Fund Sponsors to choose from, and each Fund Sponsor has a number of investment options available with your retirement goals in mind.

STEP 2: **GET ADDITIONAL INFORMATION.**

You should feel comfortable with your decision to enroll in a TSA. If you need additional information, contact your Benefits Office to obtain the contact information of the TSA representatives assigned to your campus. Each of the Fund Sponsors has a dedicated campus representative available.

STEP 3: **DETERMINE THE MAXIMUM YOU CAN INVEST.**

In 2015, you can defer up to \$18,000 toward your TSA, and if you will be age 50 or older this year, you can defer another \$6,000. In addition, if you have 15 years of CSU full-time employment and under-contributed over the course of your CSU employment, you may be able to defer an additional \$3,000 per year for up to \$15,000. Not sure if you qualify? Complete the online Maximum Contribution Worksheet available on Retirement Manager at www.myretirementmanager.com.

STEP 4: **DETERMINE HOW MUCH YOU WANT TO INVEST EACH MONTH.**

Enter your figures into the SCO paycheck calculator (www.sco.ca.gov/ppsd_se_paycheck_calc.html) to see how much you can afford to invest. You can invest as little as \$15 per month for each Fund Sponsor you choose, and you can choose to invest in all five. The choice is yours!

STEP 5: **CHOOSE YOUR FUND SPONSOR(S).**

STEP 6: **ENROLL (SET UP) YOUR TSA ACCOUNT.**

Each Fund Sponsor has a CSU-dedicated website for you to enroll in its TSA plan. This is an important step—don't overlook this. Here are their websites and toll-free customer service numbers:

- Fidelity (800-343-0860):
www.plan.fidelity.com/calstate
- Voya Financial (800-525-4225):
<http://csu.beready2retire.com>
- MetLife (866-294-0807):
www.metlife.com/csu
- TIAA-CREF (800-842-2776):
www.tiaa-cref.org/csu
- VALIC (888-569-7055):
www.valic.com/calstate

STEP 7: **CHOOSE YOUR INVESTMENT OPTIONS.**

Each Fund Sponsor has a unique platform of investment choices, and they all offer Target Year Lifestyle Funds where the Fund Sponsor selects a suite of investment products based on the year you plan to retire.

STEP 8: **SET UP YOUR PAYROLL DEDUCTIONS VIA RETIREMENT MANAGER.**

This is very important because the Fund Sponsors can only set up your TSA account and your investment options. Deductions, however, are set up online via Retirement Manager at www.myretirementmanager.com. You can make changes every month if you choose to, and changes made by the 5th of each month are effective on your pay warrant the following month.

STEP 9: **CONFIRM YOUR CONTRIBUTIONS ON YOUR PAY WARRANT.**

If you don't see the changes you made in Retirement Manager, please contact your campus Benefits Office for assistance.

STEP 10: **REVIEW YOUR SAVINGS STRATEGY EACH YEAR TO ENSURE YOU ARE REACHING YOUR RETIREMENT GOALS.**



For more information on the CSU TSA Program, please visit Retirement Manager at www.myretirementmanager.com.