

# SAVING MADE EASY

## One Step at a Time

### WHAT IS A TSA PROGRAM?

The California State University Tax-Sheltered Annuity (CSU TSA) Program is a voluntary 403(b) plan that allows eligible employees to save for retirement by investing monthly pretax 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 reinvested to generate MORE earnings.

### HOW MUCH?

That depends on you. For 2017, 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.

[NetBenefits.com/calstate](http://NetBenefits.com/calstate)

Take a Step Toward Your Future with  
the CSU TSA Program.



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### STEP 1: GET ADDITIONAL INFORMATION.

You should feel comfortable with your decision to enroll in a TSA. If you need additional information, visit [NetBenefits.com/calstate](http://NetBenefits.com/calstate) or your Benefits Office to obtain the contact information for the Fidelity Representative dedicated to your campus.

### STEP 2: DETERMINE THE MAXIMUM YOU CAN INVEST.

In 2017, 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.

### STEP 3: DETERMINE HOW MUCH YOU WANT TO INVEST EACH MONTH.

### STEP 4: ENROLL (SET UP) YOUR TSA ACCOUNT.

Go to [NetBenefits.com/calstate](http://NetBenefits.com/calstate) and click *Enroll—Sign up now* to create your CSU TSA account and setup a username and password. You will need to enter the New Plan ID: 50537.

1. Create a Username.
2. Create a Password.  
A strong password is one that is between 15 and 20 characters, has a mix of case sensitivity, numbers, letters, and special characters.  
Your password should *not* be personally identifiable information, such as your Social Security number, telephone number, or date of birth.

### 3. Create a Security Question.

If you ever forget your password, you can reset it after Fidelity verifies your identity using your new or updated security question and answer.

### 4. New User Registration Confirmation.

If you have other accounts you access via Fidelity.com, NetBenefits®, or eWorkplace®, your new login information applies to these accounts, as well as to accessing your account by phone.

**Note: Email Confirmation—Notice of Recent Change or Inquiry** You may receive an email notice of a recent change or inquiry into your account username or password. This message is automatically generated when you set up or make changes to your login information.

### Need Help?

If you have any questions, go online or call a Fidelity Representative using the contact information below:

- Fidelity (800-343-0860)
- [NetBenefits.com/calstate](http://NetBenefits.com/calstate)

### STEP 5: CHOOSE YOUR DEFERRAL AND INVESTMENT OPTIONS.

Log in to NetBenefits at [NetBenefits.com/calstate](http://NetBenefits.com/calstate) to update your deferral elections and investment options.

Before making your investment decisions, it is important that you become familiar with the various options in the TSA. Please consider all investment information before choosing your investments. For more detailed information regarding these investments, please visit [NetBenefits.com/calstate](http://NetBenefits.com/calstate). Under the *Plans & Investments* tab, select *Investment Options*.

### aSTEP 6: NAME YOUR BENEFICIARY.

Please make sure to assign beneficiaries to your TSA account. Once you have named your beneficiaries, be sure to review your choices regularly and update them after certain life events, such as marriage, divorce, the birth of a child, or a death in the family.

1. Log in to your account through [NetBenefits.com/calstate](http://NetBenefits.com/calstate).
2. From the home page, click *Profile*, then *Beneficiaries* in the *About You* section.
3. You will see sections for Primary Beneficiaries and Contingent Beneficiaries. A primary beneficiary is your first choice to receive the value of your retirement account. A contingent beneficiary is your second choice to receive the value of your retirement account if the primary beneficiaries are not living at the time of your death. To add one or more of either type of beneficiary, click the *Add a Primary Beneficiary* or *Add a Contingent Beneficiary* buttons.
4. Indicate whether you are married or not by clicking the *Edit* button in the Marital Status box.
5. You may enter a person, estate, organization or trust as a beneficiary. Depending on which you choose, you will be asked to provide additional information.

### For a person:

- Full Name
- Address
- Relationship to You
- Social Security Number
- Date of Birth
- Gender

### For an estate/organization/trust:

- Full Name
- Social Security Number/Tax ID
- Address
- Effective Date

Don't forget to click the *Save* button after entering information for each beneficiary, or click *Cancel* if you change your mind.

6. Click the *Save All* button in the *Review and save your choices* section.
7. Your beneficiary designations will become effective as soon as you complete the online designation process.

### STEP 7: REVIEW YOUR SAVINGS STRATEGY EACH YEAR TO ENSURE THAT YOU ARE REACHING YOUR RETIREMENT GOALS.

For more information on the CSU TSA Program, please visit [NetBenefits.com/calstate](http://NetBenefits.com/calstate).