



Roman Catholic Archdiocese of Boston 401(k) Retirement Savings Plan Basic Information

The RCAB 401(k) Retirement Savings Plan has been in effect since January 1, 2012 for participating Catholic employers. Below is basic information about the Plan.

Plan Recordkeeper

TIAA is the Plan's recordkeeper. This vendor handles all employee accounts, from depositing and tracking employee deferrals and employer matching contributions, to tracking employee beneficiary designations, to responding to requests for withdrawals and loans. TIAA may be reached at www.tiaa.org or (800) 842-2776.

Deferring Money into the 401(k) Plan

Eligible employees wishing to save for retirement may begin to defer money into the Plan at any time. To access a Salary Deferral Form, visit catholicbenefits.org/401k/deferral.pdf for a printable form. Traditional pre-tax and Roth deferral options are available. Submit the form to your location's Finance & Operations Manager or payroll contact. All employee and employer contributions will be invested in the Plan's default investment, which is a target date suite designed to become more conservative as employees reach retirement age.

Lay employees hired, rehired or changing to benefit-eligible at locations participating in the RCAB 401(k) Plan are automatically enrolled in the Plan with a 3% pre-tax deferral on the first pay date on or after 45 days following the employee's location hire date.

Employer Matching Contributions

The Plan provides an employer match of 100% of the first 3% contributed plus 50% of the next 2% contributed for employees who have at least one year of eligible service. All employer matching contributions are deposited with TIAA at the same time employee contributions are deposited and are immediately and fully vested.

Opportunities for Investment Education and Counseling

To schedule an appointment with a TIAA financial consultant, please call TIAA at (800) 732-8353, weekdays, 8:00 a.m. to 8 p.m. Alternatively, employees who have set up online access at www.tiaa.org can schedule an appointment online. All sessions are confidential and are offered at no charge to employees. TIAA also offers live and recorded webinars on a variety of savings, investment and retirement topics. Visit www.tiaa.org/webinars to register.

Other Sources of Information Regarding the RCAB 401(k) Plan

Updated information will be posted on a periodic basis at catholicbenefits.org/401k/401k.htm. Presentations about RCAB 401(k) basics and investment options within our 401(k) Plan and various forms and policies are posted there, as are forms and other helpful documents.

Please feel free to contact Carol Gustavson, Plan Administrator, at cgustavson@rcab.org or (617) 746-5830 for more information on the RCAB 401(k) Plan.