

We have received your request to handle your retirement funds and complete the employer authorization section of your TIAA/CREF paperwork. Provided that your retirement/resignation date has passed, I will be able to do an online authorization of the termination information for TIAA-CREF. Complete your TIAA/CREF paperwork as directed in their instructions. On the section entitled "Employer Authorization" indicate on the signature line that an "online authorization has been completed." This will demonstrate to TIAA/CREF that the authorization has been completed on their administrator web site. You will then need to mail or fax your paperwork to TIAA/CREF per the instructions on your form. TIAA-CREF will then have all they need from us to process the your request. If you have any questions, please feel free to contact me at the number listed in the footer of the document. Thanks and have a great day!

*Meagnon Strasburg
Clerk III
Employee Benefits Office
Department of Human Resource Services
Iowa State University
(515) 294-7680 phone
(515) 294-4707 fax*