



SEATTLE PACIFIC UNIVERSITY DEFINED CONTRIBUTION RETIREMENT PLAN

Enrollment Guide



REWARD YOURSELF

Welcome to the Seattle Pacific University Defined Contribution Retirement Plan. You deserve to enjoy retirement! Transamerica can help you get there. When you participate in your retirement plan, you're taking advantage of one of the best ways to invest in your financial future. Get started by creating your retirement account and accessing tools and resources designed to help you achieve your long-term goals.

This guide is designed to provide you with information about your retirement plan. You'll find these sections and more:

Let's Get Started

A Healthy Strategy

Plan Highlights

Investments

LET'S GET STARTED

Follow the next steps that guide you through creating and managing your online account.

NEXT STEPS

So, what's next? We're going to highlight some of the powerful tools available to you, followed by some investment basics, then plan provisions specific to the Seattle Pacific University Defined Contribution Retirement Plan.



DISCOVER

Learn the basics in *A Healthy Strategy*. Find your plan's details in *Plan Highlights*. See what options are available in the *Investments* section.



GET STARTED

Create a secure online account by visiting transamerica.com/portal and follow the on-screen instructions.



COMPLETE YOUR ACCOUNT

To take full advantage of your retirement plan, do your best to provide as much information as possible.



SIGN UP FOR ACCOUNT SECURITY ALERTS

Help safeguard your retirement assets by providing your mobile number and preferred email address. When you sign up for security alerts, Transamerica can notify you when changes are made to your account. This adds an extra layer of protection against online threats.



DESIGNATE YOUR BENEFICIARIES

Complete this simple but critical step to ensure your account assets will be distributed as you wish.



CONFIRM

Review your account details to ensure the information is correct.



SUPPORT

We are here for you. We're committed to providing the resources, guidance, and strategies along your journey to and through retirement. Call us at **800-755-5801** or log in to your account at transamerica.com/portal.



A HEALTHY STRATEGY

EXPLORE. DISCOVER.

Explore transamerica.com/portal and the website's full range of resources including webinars, articles, and the interactive features shown below.

COMMON TERMS

Understanding retirement-planning terms can be easier with Transamerica's comprehensive financial glossary. Visit transamerica.com/financial-glossary to browse the list.

FINANCIAL WELLNESS CENTER

Explore retirement savings options to help you set aside money for your future financial security. The portfolio builder at transamerica.com/portal/financial-wellness/ explains how you can maximize your retirement savings.

PERSONAL FINANCE CALCULATORS

Forecast your future with Transamerica's online calculators. The Retirement Planner Calculator can be especially helpful. It provides estimates based on your income, how much you're saving, and when you plan to retire. Log in to your online account at transamerica.com/portal, click **VIEW DETAILS**, then hover over **Resources** in the top navigation bar and click **Calculators**.

DISCOVER YOUR RETIREMENT FORECAST WITH TRANSAMERICA'S ONTRACK® TOOL

Knowing how you're doing as you prepare for retirement should be as easy as checking the weather. Transamerica's *OnTrack*® tool is an online tool that uses straightforward weather icons to create *Your Retirement Outlook*®, making it easy to see if your retirement forecast is sunny, rainy, or somewhere in between.

You can help *Brighten Your Outlook*® by using the tool to increase your contribution rate, change your investment strategy, or add outside assets.

Important: The projections or other information generated by the *OnTrack*® engine (which produces *Your Retirement Outlook*®) regarding the likelihood of various investment outcomes are hypothetical, do not reflect actual investment results, and are not guarantees of future results. Results derived from the tool may vary with each use and over time. Please visit your plan website for more information regarding the criteria and methodology used, the engine's limitations and key assumptions, and other important information.



MAXIMIZE YOUR STRATEGY

STAY CONNECTED

You're on the move, bring your information with you. Transamerica provides technology options that match your busy lifestyle.

ONLINE ACCOUNT

Your one-stop shop for tools and resources to help you navigate the road to and through retirement is available by logging in to your account at transamerica.com/portal.

MOBILE APP

Check your balance, update your personal information, and manage your account — from the palm of your hand. The **Transamerica Retirement App** lets you do more for your retirement anytime, anywhere. Download it from the App Store or GooglePlay today!

ELECTRONIC DELIVERY OF DOCUMENTS

Sign up for e-documents and you'll receive an email when plan-related documents and notices are ready for online viewing. Log into transamerica.com/portal, click **VIEW DETAILS**, hover over **Documents and Forms** in the top navigation bar, and click **E-documents**.

ACCOUNT SECURITY

Transamerica is dedicated to maintaining your account security. We employ sophisticated, multi-layered safety measures to protect your data, assets, and privacy.

PLAN HIGHLIGHTS FOR THE SEATTLE PACIFIC UNIVERSITY DEFINED CONTRIBUTION RETIREMENT PLAN

These plan highlights represent an overview of your plan's provisions. For full details, please check with your plan administrator and/or refer to your Summary Plan Description.

Note: You may not participate in the plan if you are:

- Adjunct Faculty
- Any individual who is classified as an independent contractor by the Employer (regardless of whether such individual is classified as an employee by any federal, state, or local agency)
- Students
- A Leased Employee

NON-MATCHING CONTRIBUTIONS

EMPLOYER

ELIGIBILITY

Age: 21

Your entry date is the first day of the next payroll period.

CONTRIBUTION AMOUNT

Seattle Pacific University will make a retirement contribution to the plan for your benefit equal to 7% of your compensation for the plan year plus 5.7% of your compensation in excess of the Social Security taxable wage base in effect at the beginning of the Plan Year.

VESTING

You are always 100% vested in the Employer contributions.

ADDITIONAL PLAN DETAILS

DISTRIBUTIONS

Distributions of before tax contributions, as well as earnings on any contributions, may be subject to income tax. Please check with your Plan Administrator and/or refer to your Summary Plan Description for details.

IN-SERVICE WITHDRAWALS

EARLY WITHDRAWALS

Depending on circumstances and plan rules, you may be able to take withdrawals from the vested portion of your account while you are actively employed. For more information, please check with your Plan Administrator and/or refer to your Summary Plan Description.

404(c) NOTICE

Your plan is intended to comply with ERISA section 404(c) and final regulation 2550.404c-1 of the Internal Revenue Code. This means you have the flexibility and responsibility to exercise control over your assets and to choose among the investment options provided under the plan in a way that best meets your objectives. In general, by providing you with this ability and a variety of investment choices, neither your plan sponsor nor Transamerica are liable for any losses that may occur as a direct result of investing in the available options as directed by you or your beneficiary.

In addition to the information in this guide, you can obtain upon request:

- Prospectuses, summary prospectuses, or similar documents relating to each investment option
- Financial statements or reports or similar materials relating to each investment option
- Information regarding the value of shares or units in the investment options as well as the date of valuation

A list of the assets comprising the portfolio of each investment option which will constitute "plan assets" under Reg. 2510.3-101, and the value of each such asset.

For any of the above, please contact:

Carrie DuBord-Atkins
Associate HR Director HRIS
Seattle Pacific University
3307 Third Avenue West, Suite 302
Seattle, WA 98119
Phone Number: 206-281-2676

DISCLOSURES

Descriptions of plan features and benefits are subject to the plan document, which will govern in the event of any inconsistencies.

Securities offered by Transamerica Investors Securities Corporation (TISC), 440 Mamaroneck Avenue, Harrison, NY 10528.

Seattle Pacific University has selected Transamerica Retirement Solutions as your retirement plan provider, but there are no other affiliations between Seattle Pacific University and Transamerica or its affiliate, TISC.

IT'S TIME TO CREATE YOUR INVESTMENT STRATEGY

Your retirement plan is one of the most effective ways to prepare for the future you deserve.

The way contributions are invested in your account is referred to as your "investment allocation." You may change your allocation at any time.

For detailed, up-to-date information on the investment options in your plan, including possible trading restrictions, please visit transamerica.com/portal.

If you fail to make an investment election, or your elections do not equal 100%, your contribution will be invested in a default investment option for all contributions.

Seattle Pacific University has chosen a Qualified Default Investment Alternative ("QDIA"), for you in accordance with section 404(c)(5) of ERISA and other legal regulations. Even though you did not make an affirmative investment election, the plan fiduciary is not liable for any losses that may result from investing your assets in the QDIA. Unless you choose otherwise, your account will be invested in the QDIA, Vanguard Target Retirement Inv Target Date Funds series, which is a group of single target date funds; based on your assumed retirement age of 65.

Here are some helpful concepts to consider as you examine your investment strategy; Asset allocation, diversification, time horizon and risk tolerance. For further details, please visit Transamerica.com/financial-glossary.

HELP ME DO IT

ONE-STEP DIVERSIFICATION WITH *PORTFOLIOXPRESS*[®]

PortfolioXpress is Transamerica's asset allocation and rebalancing service. It uses the "core" funds in your plan and the retirement year you choose to provide you with a diversified investment mix. The service automatically:

- Allocates contributions to reflect your investment mix, based on a selected retirement year.
- Regularly rebalances your portfolio to maintain your mix.
- Adjusts your mix to become more conservative over time.

To sign up, simply log into your account on your plan website, find *PortfolioXpress*[®] and follow the directions to turn it on. You can turn off the service at any time.

PortfolioXpress® is a registered service mark of Transamerica. *PortfolioXpress*® presents a series of asset allocation models based on a designated retirement year. You are solely responsible for selecting the retirement year and risk preference, if applicable. In implementing the service, you agree to each of the asset allocation mixes and automated rebalancing transactions that will take place over time within your account as you approach the selected retirement year. If you do not designate a retirement year, the plan will set your target retirement year as the year in which you attain age 65. You can change your target retirement year, or turn *PortfolioXpress*® off, at any time. *PortfolioXpress*® is designed as investment education. Transamerica or its affiliates do not provide investment advice to *PortfolioXpress*® nor does Transamerica act as a plan fiduciary. Retirement date portfolios are subject to the same risks as the underlying asset classes in which they invest. The higher the portfolio's allocation to stocks, the greater the risk. The principal value of the portfolio is not guaranteed at any time, including at and after the target date. Diversification does not guarantee against loss in a falling market.

TARGET DATE FUNDS

Investing in a target date fund (TDF) can be a good option if you're seeking an easy way to diversify your retirement account. By making a single decision, a TDF allows you to enjoy asset diversification and allocation based on a target retirement year. The underlying investments in your chosen TDF become more conservative as you get closer to retirement.

Target Date Funds: These options generally invest in a mix of stocks, bonds, cash equivalents, and potentially other asset classes, either directly or via underlying investments, and may be subject to all of the risks of these asset classes. The allocations become more conservative over time: the percentage of assets allocated to stocks will decrease while the percentage allocated to bonds will increase as the target date approaches. The higher the allocation is to stocks, the greater the risk. The principal value of the investment option is never guaranteed, including at and after the target date.

DO IT YOURSELF

BUILD YOUR OWN INVESTMENT MIX

Build your own investment mix by choosing from the "core" funds in your plan. Your plan offers a range of choices that enable you to diversify among various asset classes and investment styles. Prospectuses and fund information are available on your plan website.

Once you determine the investment mix that is right for you, your plan's auto-rebalance service can help you maintain your mix automatically. To configure your investment mix log in to transamerica.com/portal, access the *Future Allocations* under *Investments* in the Menu.

SCHWAB PERSONAL CHOICE RETIREMENT ACCOUNT® (PCRA)

Personal Choice Retirement Account (PCRA) is a self-directed brokerage account that lets you invest a portion of your plan account balance in stocks, bonds, and mutual funds.* Visit transamerica.com/portal for a PCRA brochure providing applicable minimum plan account balance amounts, fees, and additional details.

Schwab Personal Choice Retirement Account® (PCRA) is not a fund, but rather a brokerage account maintained at Charles Schwab & Co., Inc. and self-directed by you the participant. Participants must individually apply for PCRA and are solely responsible for their fund selections made under the PCRA. Commissions and transaction fees may apply to fund trades placed outside of the Schwab Mutual Fund OneSource® program or trades on other investment vehicles available through Schwab. Securities purchased through the PCRA are available through Charles Schwab & Co. Inc., (Member SIPC). Charles Schwab & Co., Inc. is not affiliated with Transamerica.

Fund prospectuses and other information can also be accessed from *Investments* in the Menu.

Transamerica Investors Securities Corporation (TISC), 440 Mamaroneck Avenue, Harrison, NY, 10528, distributes securities products. Any mutual fund offered under the plan is distributed by that particular fund's associated fund family and its affiliated broker-dealer or other broker-dealers with effective selling agreements such as TISC. Bank collective trusts funds, if offered under the plan, are not insured by the FDIC, the Federal Reserve Bank or any other government agency and are not registered with the Securities and Exchange Commission. Group annuity contracts, if offered under the plan, are made available through the applicable insurance company. Any guarantee of principal and/or interest under a group annuity contract is subject to the claims-paying ability of the applicable insurer. Certain investment options made available under the plan may be offered through affiliates of Transamerica Retirement Solutions and TISC. These may include: (1) the Transamerica Funds (registered mutual funds distributed by Transamerica Capital Inc. (TCI) and advised by Transamerica Asset Management, Inc. (TAM)); (2) the Transamerica Retirement Solutions Collective Trust, a collective trust fund of Massachusetts Fidelity Trust Company (MFTC) (includes the Stable Pooled Fund); (3) group annuity contracts issued by Transamerica Financial Life Insurance Company (TFLIC), 440 Mamaroneck Avenue, Harrison, NY 10528 (includes the Stable Fund, the Fixed Fund, the Guaranteed Pooled Fund, and SecurePath for Life®); and (4) group annuity contracts issued by Transamerica Life Insurance Company (TLIC), 6400 C. Street SW, Cedar Rapids, IA 52499 (includes SecurePath for Life®). Seattle Pacific University has selected Transamerica as your retirement plan provider, but there are no other affiliations between Seattle Pacific University and Transamerica, TISC, TCI, TAM, MFTC, TFLIC, or TLIC.



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