

Chapman University Tax-Deferred Annuity (TDA) Retirement Plan

Universal Availability Notice

Chapman University (the “Employer”) provides you with the opportunity to save for your retirement by sponsoring the Chapman University Tax-Deferred Annuity (TDA) Retirement Plan (the “Plan”). Your employer would like you to know more about your opportunity to participate and contribute to the Plan. Whether you want to enroll in the Plan or are already enrolled but wish to change the amount of your deferral, you can accomplish your goal by filling out a TDA Retirement Plan Salary Deferral Election form. You can obtain a copy of the form and information for the Plan from the Chapman University Benefits Department at One University Drive, Orange, CA 92866, emailing benefits@chapman.edu or on the Chapman University website at [403\(b\) Tax Deferred Annuity | Chapman University](#).

Eligibility

All employees of the Employer who receive compensation reportable on an IRS Form W-2 are eligible to participate in the Plan except for the following excluded classes of employees:

- Certain nonresident aliens who have no earned income from sources within the United States.
- Employees who are enrolled as students and regularly attending classes offered by the Employer.

If you are not yet enrolled in the Plan, please take a moment to review the Plan materials before enrolling. Once you are enrolled, you can review and change the amount of your contributions and your investment allocations, consistent with the terms of the Plan. The exact date your investment allocations will take effect may vary depending upon the terms of the Plan and the applicable investment arrangements.

Please be aware that the law limits the amount you may defer under this and other plans in any tax year. For 2024, the limit for deferrals is generally \$23,000. You may be eligible to defer amounts in excess of \$23,000 as catch-up contributions if you are age 50 or over by the end of 2024. Each participant only gets one limit for contributions to all 403(b) and 401(k) plans. So, if you are also a participant in a 403(b) or a 401(k) plan of either the Employer or another employer, your combined deferrals to that plan and to the Plan in 2024 are generally limited to \$23,000. If you do participate in more than one retirement plan, you are responsible for tracking and reporting the amount of all of your contributions to the plans so that the total amount of all your contributions to all plans in which you participate does not exceed the applicable limits. Note also that the sum of all of your deferrals, and any contributions made by the Employer (if applicable), to all retirement plans that you participate in are generally limited to the lesser of \$69,000 or 100% of your compensation in 2024.

For further details, or if you have questions, please contact the Chapman University Benefits Department at One University Drive, Orange, CA 92866, or by emailing benefits@chapman.edu.