

# **Notre Dame De Namur University DC Retirement Plan**

## **Notice of Universal Availability**

**Employer and Plan Sponsor:** Notre Dame De Namur University

**Plan Administrator:** Notre Dame De Namur University, 1500 Ralston Avenue – TOSO Residence Namur, Belmont, CA 94002 and phone number 650-508-3651

The Notre Dame De Namur University DC Retirement Plan (“Plan”) is a defined contribution plan designed to meet the requirements of IRS Code § 403(b). The Plan was established to provide retirement benefits and savings opportunities to eligible Employees and to provide benefits to their Beneficiaries in the event of their death.

### **Elective Deferral Eligibility**

Eligible Employees can defer a portion of their compensation (elective deferrals) to the Plan. All employees are eligible to participate in the Plan except for student employees.

### **Participation**

Whether you want to enroll in the plan or are already enrolled but wish to change the deferral amount, you can do this by logging into Paycom (Employee Self-Serve). Review the plan information before enrolling. Once enrolled, you can change the amount of your contribution at any time through Paycom. To change your investment allocation you will need to log into TIAA at [TIAA.org](https://TIAA.org) or call **877-518-9161**

In 2025 the elective deferral limit is \$23,500. If you are age 50 or older, you can contribute an additional \$7,500. If you are age 60-63 you may also be eligible for an additional catch-up contribution. Please contact the plan administrator for more information.

The law also imposes a limit on the amount of contributions that may be made to your accounts in total (employee and employer contributions) during a year. For 2025, this total cannot exceed the lesser of \$70,000 or 100% of your includible compensation (generally your compensation for the prior 12-month period).

**The above limit may also need to be applied by taking into account contributions made to other retirement plans in which you are a participant.** If you have more than 50% control of a corporation, partnership, and/or sole proprietorship, then the above limit is based on contributions made in this Plan as well as contributions made to any 403(b) or qualified plans maintained by the businesses you control. If you control

another business that maintains a plan in which you participate, then you are responsible for providing the Plan Administrator with the information necessary to apply the annual contribution limits. If you fail to provide necessary and correct information to the Plan Administrator, it could result in adverse tax consequences to you, including the inability to exclude contributions to the Plan from your gross income for tax purposes.

**More Information**

Enrollment forms and information, a salary reduction agreement, a copy of the Summary Plan Description (SPD), and a list of investment options are on the website on the Benefits page.