



Archdiocese of Boston

Process for Withdrawal of Funds from TIAA 401(k) Account Upon Termination of Employment

Employees are always 100% vested in their own contributions into their 401(k) accounts. However, IRS rules restrict access to contributions for current employees under age 59½. TIAA requires that account information be updated to reflect a termination date prior to releasing funds to these employees. The RCAB Benefits Office updates TIAA account information to reflect termination dates two to three times per year. Therefore, an employee under age 59½ seeking to make a withdrawal of funds upon termination should contact TIAA at (800) 842-2776 but may also wish to contact the Benefits Office at (617) 746-5640 or benefits@rcab.org to notify the Office staff that a withdrawal has been or will be requested from TIAA. The Benefits Office will review PrimePay payroll data and/or contact the location's payroll administrator to confirm termination and will then update account information online with TIAA. Please allow up to three business days to complete these requests.

Employees age 59½ and older may either call TIAA or make an online request for a distribution through the TIAA website at www.tiaa.org.