

TRANSFER REQUEST

TAX-DEFERRED 403(b) PLAN/FIDELITY INVESTMENTS® MUTUAL FUNDS

U5640T (R4/04) University of California Human Resources and Benefits

Use this form to transfer part or all of your 403(b) Plan balance between one or more of the UC-managed investment funds and Fidelity Investments mutual funds (Fidelity).

If you do not already have a Fidelity 403(b)(7) account, you must also complete a 403(b)(7) Account Application and mail it with this form to Fidelity.

A current prospectus should have accompanied this form. If you did not receive a prospectus, or if you want further information on other Fidelity funds, contact Fidelity directly. The toll-free number is 1-800-343-0860.

- For transfers among the UC-managed funds, use form U5637T.
- For transfers between the UC-managed funds and Calvert, use form U5639T.
- For transfers between Fidelity and Calvert, contact the investment company to which you want to transfer money.

TRANSFER RESTRICTIONS

You may make only one transfer request per month.

You may transfer any amount up to 100% of your account balance.

TRANSFER DEADLINES AND PROCESSING DATES

The cutoff date for processing transfers is the 25th of each month (or the preceding business day if the 25th falls on a weekend or holiday), and requests are processed as follows. All transfer requests received by UC HR/Benefits Accounting or Fidelity from the 26th of the previous month through the 25th of the current month are processed together. Fund balances are based on the monthly valuation in effect following the cutoff date (e.g., fund balances for all transfer requests received from March 26 through April 25 are based on April 30 fund values). If your request is received after the monthly cutoff date, it will be processed at the end of the following month.

For transfers from UC to Fidelity, most of the amount to be transferred (approximately 90%) is deposited electronically within three business days of the end of the month in which the fund balance is valued. The remainder will be deposited during approximately the third week of that same month after the final valuation. The purchase price is based on the share price in effect on the date Fidelity receives your money.

For transfers from Fidelity to UC, your money is valued at the share price at the end of the given month and deposited at the beginning of the following month.

CANCELLATION OF TRANSFER REQUEST

You may cancel a transfer request, subject to the monthly processing dates. If you want to cancel your original transfer request, you must do so in writing. Write to UC HR/Benefits Accounting and include your name, Social Security number and a statement that you wish to cancel a previously submitted transfer request. Sign and date your cancellation request.

CONTRIBUTION CHANGES

Submitting this transfer request form does not change the fund in which you are investing your current contributions. If you want to redirect or cancel your 403(b) Plan contributions, you may do so online if you have Internet access. Go to UC's HR/Benefits website, At Your Service (<http://atyourservice.ucop.edu>) and select "Your Benefits Online." All the information and instructions you need are there on the screen.

The Internet option is available 24 hours a day, 7 days a week, and requires that you enter your Social Security number and your Benefits Personal Identification Number (PIN) to gain access. If you never received your PIN, or if you have lost or forgotten it, contact your local Benefits Office or UC Customer Service at 1-800-888-8267.

Participants who cannot use the online option to change or cancel their contributions should contact the person in their department, laboratory or medical center who is responsible for handling benefits for a *Salary Reduction Agreement* (UPAY 801).

DISTRIBUTION OF TRANSFER FORM

If you are transferring from UC to Fidelity, send the completed original to:

Fidelity Tax-Exempt Services
P.O. Box 31401
Salt Lake City, UT 84131-9921

If you are transferring from Fidelity to UC, send the completed original to:

UC HR/Benefits Accounting
P.O. Box 24570
Oakland, CA 94623-1570

Make a copy of this form for your records.

PRIVACY NOTIFICATIONS

STATE

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting the information on this form is for payment of earnings and for miscellaneous payroll and personnel matters such as, but not limited to, withholding taxes, benefits administration, and changes in title and pay status. University policy and state and federal statutes authorize the maintenance of this information.

Furnishing all information requested on this form is mandatory—failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by various University departments for payroll and personnel administration, and will be transmitted to the federal and state governments as required by law. (B)

Individuals have the right to review their own records in accordance with University personnel policy and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President Staff and Academic Personnel Offices.

The official responsible for maintaining the information contained on this form is the Associate Vice President—University of California Human Resources and Benefits, 1111 Franklin Street, Oakland, CA 94607-5200.

FEDERAL

Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your Social Security number is mandatory. Disclosure of the Social Security number is required pursuant to sections 6011 and 6051 of Subtitle F of the Internal Revenue Code and with Regulation 4, Section 404.1256, Code of Federal Regulations under Section 218, Title II of the Social Security Act, as amended. The Social Security number is used to verify your identity. The principal uses of the number shall be to report (1) state and federal income taxes withheld, (2) Social Security contributions, (3) state unemployment and Workers' Compensation earnings, and (4) earnings and contributions to participating retirement systems. (BB)