





## 4 UC Employee Authorization and Signature — YOU MUST SIGN BELOW

I certify that I have read and understand, consent, and agree to all the terms and conditions of the ScholarShare College Savings Plan Description and understand the rules and regulations governing the **ScholarShare College Savings Plan**. Further, I understand that none of the ScholarShare College Savings Plan, the State of California, the ScholarShare Investment Board, TIAA-CREF Tuition Financing, Inc., Ascensus College Savings Recordkeeping Services, LLC and its affiliates are responsible for any claims I may make and/or losses resulting from my employer's failure to timely and accurately process my contributions via payroll direct deposit.

I further understand that there may be a nominal fee charged by the employer for the payroll deduction. This authorization will remain in effect until cancelled by me or by ScholarShare, or upon termination of my employment with the University of California.

SIGNATURE

Signature of UC Employee

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Date (mm-dd-yyyy)

### UC Employee Checklist

Use this checklist to help you establish payroll deduction for your Plan Account(s). Read it carefully before completing this form. **Mail it to the Plan at the address that appears on the first page.**

- Include your Social Security Number or Taxpayer Identification Number, Employee ID Number and Location Code in **Section 2**.
- Use this chart to find your Location Code.

ELIGIBLE LOCATIONS	INELIGIBLE LOCATIONS
01 – Berkeley	94 – Lawrence Berkeley National Laboratory
02 – San Francisco	95 – Lawrence Livermore National Laboratory
03 – Davis	
04 – Los Angeles (1)	
05 – Riverside	
06 – San Diego	
07 – Santa Cruz	
08 – Santa Barbara	
09 – Irvine	
10 – Merced	
97 – ASUCLA (2)	
98 – Hastings College of Law	

  

NOTES
(1) Including UCOP employees paid from UCLA.
(2) UCLA employees use code 04.

- Be sure that your total allocation equals 100%.
- Make a copy of this completed form for your records.
- Questions? Call toll-free **1.800.544.5248**, Monday through Friday from 8 a.m. – 7 p.m. PT.