





### 3. 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 ScholarShare College Savings Plan, P.O. Box 219185, Kansas City, MO 64121-9185.**

- Include your Social Security Number or Taxpayer Identification Number, Employee ID Number and Location Code in **Section 1**.
- Use this chart to find your Location Code.

#### ELIGIBLE LOCATIONS

01 – Berkeley  
 02 – San Francisco  
 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

#### INELIGIBLE LOCATIONS

94 – Lawrence Berkeley National Laboratory  
 95 – Lawrence Livermore National Laboratory

#### 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.