Frequently asked questions about your plan.

Here are answers to questions you may have about the key features, benefits, and rules of your plan.

Which of the two RPI plans does the information in this Frequently Asked Questions section apply to?
The information in this Frequently Asked Question section applies to both The Rensselaer Polytechnic Institute Defined Contribution Employee Plan, #57618, and The Rensselaer Polytechnic Institute Defined Contribution Employer Plan, #90177, except where noted.

When can I enroll in the Plan?
There is no waiting period. You can enroll in the plan at anytime.

How do I enroll in the Plan?
Log on to http://enrollonline.fidelity.com or call the Fidelity Retirement Benefits Line at 1-800-343-0860 to enroll in the Rensselaer Polytechnic Institute Defined Contribution plans.

What are the IRS contribution limits?
If you are under age 50, the IRS contribution limit for 2011 is $16,500. If you will be at least age 50 during the year, you may allow you to defer an additional $5,500 as catch-up contributions.

When is my enrollment effective?
Your enrollment becomes effective once you elect a deferral percentage, which initiates deduction of your contributions from your pay. These salary deductions will generally begin with your next pay period after we receive your enrollment information, or as soon as administratively possible.

Does my Employer contribute to my account?
The Rensselaer Polytechnic Institute helps your retirement savings grow by matching up to 8% of each pretax dollar you contribute to the Rensselaer Polytechnic Institute Defined Contribution Employer Plan, #90177.

How do I designate my beneficiary?
Complete the beneficiary application at the back of this guide and return it to the Rensselaer Polytechnic Institute, Division of Human Resources.

What are my investment options?
To help you meet your investment goals, the Plan offers you a range of options. You can select a mix of investment options that best suits your goals, time horizon, and risk tolerance. The 29 investment options available through the Plan include conservative, moderately conservative, and aggressive funds. A complete description of the Plan's investment options and their performance, as well as planning tools to help you choose an appropriate mix, are available online at Fidelity NetBenefits®.

The Plan also offers the Fidelity Freedom Funds® that offer a blend of stocks, bonds and short-term investments within a single fund. Each Freedom Fund’s asset allocation is based on the number of years until the fund’s target retirement date. The Freedom Funds are designed for investors who want a simple approach to investing for retirement. Lifecycle funds are designed for investors expecting to retire around the year indicated in each fund's
name. The investment risks of each lifecycle fund changes over time as its asset allocation changes. They are subject to the volatility of the financial markets, including equity and fixed income investments in the U.S. and abroad and may be subject to risks associated with investing in high yield, small cap and foreign securities. Principal invested is not guaranteed at any time, including at or after their target dates.

What if I don’t make an investment election?
We encourage you to take an active role in the RPI Retirement Plans and choose investment options that best suit your goals, time horizon, and risk tolerance. If you do not select specific investment options in the Plan, your contributions will be invested in the Fidelity Freedom Fund with the target retirement date closest to the year you might retire, based on your current age and assuming a retirement age of 65, at the direction of Rensselaer. Please refer to the chart in the Investment Options section for more detail. If no date of birth or an invalid date of birth is on file at Fidelity your contributions may be invested in the Fidelity Freedom Income Fund®. For more information about the Fidelity Freedom Fund options, log into www.fidelity.com/atwork.

How much should I save for retirement?
Fidelity’s planning tools are designed to help you manage your assets as you plan for retirement. Simply log on to Fidelity NetBenefits® at www.fidelity.com/atwork to access these tools.

When am I vested?
You are always 100% vested.

Can I make withdrawals from my account?
Withdrawals from the Plan are generally permitted when you terminate your employment, retire, reach age 59½, become permanently disabled, or have severe financial hardship as defined by your Plan.

The taxable portion of your withdrawal that is eligible for rollover into an individual retirement account (IRA) or another employer’s retirement plan is subject to 20% mandatory federal income tax withholding, unless it is rolled directly over to an IRA or another employer plan. (You may owe more or less when you file your income taxes.) If you are under age 59½, the taxable portion of your withdrawal is also subject to a 10% early withdrawal penalty, unless you qualify for an exception to this rule. To learn more about and/or request a withdrawal, log on to Fidelity NetBenefits® at www.fidelity.com/atwork.com or call the Fidelity Retirement Benefits Line at 1-800-343-0860. The plan document and current tax laws and regulations will govern in case of a discrepancy. Be sure you understand the tax consequences and your plan’s rules for distributions before you initiate a distribution. You may want to consult your tax adviser about your situation.

When you leave Rensselaer, you can withdraw contributions and any associated earnings or, if your vested account balance is greater than $1,000, you can leave contributions and any associated earnings in the Plan. After you leave Rensselaer, if your vested account balance is equal to or less than $1,000, it will automatically be distributed to you.

How do I access my account?
You can access your account online through Fidelity NetBenefits® at www.fidelity.com/atwork.com or call the Fidelity Retirement Benefits Line at 1-800-343-0860 to speak with a representative or use the automated voice response system, virtually 24 hours, 7 days a week.

Where can I find information about exchanges and other plan features?
You can learn about exchanges, withdrawals and more, online through Fidelity NetBenefits® at www.fidelity.com/atwork. In particular, you can access a withdrawal modeling tool, which shows the amount of
federal income taxes and early withdrawal penalties you might pay, along with the amount of earnings you could potentially lose by taking a withdrawal. You can also obtain more information about exchanges, withdrawals, and other plan features, by calling the Fidelity Retirement Benefits Line at 1-800-343-0860 to speak with a representative or use the automated voice response system, virtually 24 hours, 7 days a week.

What are my rights with respect to mutual fund pass-through voting?
As a Plan participant, you have the ability to exercise voting, tender, and other similar rights for mutual funds in which you are invested through the Plan. Materials related to the exercise of these rights will be sent to you at the time of any proxy meeting, tender offer or similar rights relating to the particular mutual funds held in your account.

How do I obtain additional investment option and account information?
Rensselaer has appointed Fidelity to provide additional information on the investment options available through the Plan. Also, a statement of your account may be requested by phone at 1-800-343-0860 or reviewed online at Fidelity NetBenefits®.