



# Brookhaven Science Associates, LLC 401(k) Plan Loan Information

This flyer will answer questions you may have about taking and repaying loans from your 401(k) Plan.

You can obtain loan information at [TIAA.org/bnl](https://www.tiaa.org/bnl) or call us at **800-842-2252**, weekdays, 8 a.m. to 10 p.m. and Saturday, 9 a.m. to 6 p.m. (ET).

## Keep in mind...

- Your 401(k) Plan may limit amounts available for loans.
- Your 401(k) Plan may limit the number of loans available.

## Frequently asked questions

### How much can I borrow?

We'll do the math for you. Log in to your account to see if you can borrow. To access your account, go to [TIAA.org/bnl](https://www.tiaa.org/bnl) and click *Log in*, found in the top right-hand corner. If you are a first time user, select *Register for online access*.

- Follow the on-screen directions to create your user ID and password.
- Review and update your profile information on file.

If you're eligible for a 401(k) Plan loan:

- The minimum loan amount is \$1,000 or an amount specified by your 401(k) Plan.
- The maximum loan amount is the lesser of 50% of the vested balance or \$50,000 (less your highest outstanding loan amount in the past 12 months). Other restrictions may apply that could impact your loan availability.
- The loan is funded from the eligible accumulations in your plan.

- The interest rate is fixed and based on prime rate+1, please note that depending on the state associated with your plan, unique state interest rate rules may apply.
- The loan origination fee is \$75 for a general purpose loan and \$125 for a residential loan. You'll want to take this fee into account when deciding how much to borrow. For example, let's say you want to borrow \$10,000 and your 401(k) Plan has a \$75 loan origination fee. Then the actual amount you'll receive is \$9,925.

### Can I get a loan if I currently have an outstanding loan?

In many cases, you can request a loan when you have one outstanding.

An outstanding loan could be the result of:

- An active loan currently being repaid
- A suspended loan due to leave of absence
- A defaulted loan

You can log in to your account to see if you are eligible to take another loan from your account and how much is available.

### How many loans may I have outstanding at one time if I am eligible?

The 401(k) Plan allows for three outstanding loans maximum at one time.

### How do I apply for a loan online?

- 1 Go to [TIAA.org/bnl](https://TIAA.org/bnl)
- 2 Select *Log in*, found in the top right-hand corner
- 3 Select *Start a loan or withdrawal* under the *ACTIONS* tab
- 4 Follow the on-screen instructions to complete your loan request

Please note that you may be required to print, fill out and return additional forms to complete your request. If this applies to you, you'll see instructions online before you submit your loan request.

### How do I check the status of my loan request online?

- 1 Go to your account at [TIAA.org/bnl](https://TIAA.org/bnl)
- 2 Select *Log in*, found in the top right-hand corner
- 3 Click *Quick Links* and, in the dropdown menu, select *Status of loans/withdrawal*, or click the *ACTIONS* tab, scroll down and select *Start a loan or withdrawal*
- 4 Locate your loan request under *Pending/Submitted Requests*
- 5 There is a *STATUS* column which will display the current status of your loan request
- 6 Under the *ACTIONS* column, click *SELECT* and choose *View/Modify Request* to see more details

### How do I view and download additional forms needed for my loan request?

- 1 Go to your account at [TIAA.org/bnl](https://TIAA.org/bnl)
- 2 Select *Log in*, found in the top right-hand corner
- 3 Click *Quick Links* and, in the dropdown menu, select *Status of loans/withdrawal*, or click the *ACTIONS* tab, scroll down and select *Start a loan or withdrawal*
- 4 Locate your loan request under *Pending/Submitted Requests*
- 5 Under the *ACTIONS* column, click *SELECT* and choose *View/Modify Request*
- 6 Scroll down to the *Required Actions* section

### How do I upload documents needed for my loan request?

- 1 Go to your account at [TIAA.org/bnl](https://TIAA.org/bnl)
- 2 Select *Log in*, found in the top right-hand corner
- 3 Click *Quick Links* and, in the dropdown menu, select *Status of loans/withdrawal*, or click the *ACTIONS* tab, scroll down and select *Start a loan or withdrawal*
- 4 Locate your loan request under *Pending/Submitted Requests*
- 5 Under the *ACTIONS* column, click *SELECT* and choose *View/Modify Request*
- 6 Scroll down to the *Document Archive* section, click on the *Upload the completed documents* button and follow the upload instructions

### Is an employer signature required with the spousal waiver or certification of unmarried status?

No. You can submit the spousal waiver or the certification of unmarried status without an employer signature.

### Is my loan taxed?

The short answer is no, if it is repaid on time. However, any portion of your loan that is not repaid on time is subject to default, generally resulting in:

- A taxable distribution from your account that TIAA will report to the IRS
- Payment of ordinary income tax on the defaulted amount
- A potential 10% early withdrawal penalty if you are under age 59½

Your plan rules may not allow you to take any additional loans if you have a loan that defaulted, or you may be required to pay back the defaulted loan plus interest. Call us at **800-842-2776** or speak to your employer to see how these rules may apply to you.

### How long after applying for a loan can I expect to receive the money?

- By check: Generally within five business days if all required documentation has been received in good order and your loan request has been approved.
- For Electronic Funds Transfer (EFT): Generally within two business days if all required documentation has been received in good order and your loan request has been approved.

### When are loan repayments due?

Via bank debit (if your plan allows):

- Repayments are due monthly if paying by bank debit
- First repayment is generally due one month after the loan is issued
- Recurring debit payments can be set up to occur on the first or fifteenth of the month

### Am I penalized for repaying my loan early?

No, you are not penalized.

- Loan prepayments are accepted in increments of the scheduled repayment amount

### How much time do I have to repay the loan?

The maximum time to repay a loan is five years or 60 months unless it is a home loan.

### Is it too late to make a repayment to prevent a loan default?

The IRS provides a grace period before a loan will be declared in default, but ultimately, it will depend on the specifics of your loan. Once your amount is overdue, you have until the end of the next calendar quarter to make a repayment. For example, if you missed a repayment in February, you will have until the end of June to catch up. Otherwise, the outstanding loan balance, including accrued interest until the end of the grace period, will be considered a taxable distribution and reported to the IRS.

### How do I make a one-time loan repayment online?

You can make a one-time loan repayment for a loan by following these steps:

- 1 Go to your account at **TIAA.org/bnl**
- 2 Select *Log in*, found in the top right-hand corner
- 3 Click *Quick Links* and, in the dropdown menu, select *Status of loans/withdrawal*, or click the *ACTIONS* tab, scroll down and select *Start a loan or withdrawal*
- 4 Locate your loan request under *Pending/Submitted Requests*
- 5 Under the *ACTIONS* column, click *SELECT* and choose *View/Modify Request*
- 6 On the top right, click *Schedule a Repayment* and follow the instructions

Considerations for a one-time repayment:

- The funds will be removed from your bank account the next business day.
- You cannot make a one-time repayment within three business days of a scheduled repayment.
- You can only make a single one-time repayment request at a time.
- This one-time payment will not be applied to your next scheduled repayment, which you're still required to make.

### How do I change the bank I use to repay my loan?

- 1 Go to your account at **TIAA.org/bnl**
- 2 Select *Log in*, found in the top right-hand corner
- 3 Click *Quick Links* and, in the dropdown menu, select *Status of loans/withdrawal*, or click the *ACTIONS* tab, scroll down and select *Start a loan or withdrawal*
- 4 Locate your loan request under *Pending/Submitted Requests*
- 5 Under the *ACTIONS* column, click *SELECT* and choose *View/Modify Request*
- 6 Scroll down to the *Loan Repayment Information* section, click *Edit* and follow the instructions

## Loans from your 401(k) Plan

### How are loans handled due to a pending divorce?

In some cases during a divorce, the loan may be considered a property distribution that could impact a Qualified Domestic Relations Order (QDRO). Until TIAA receives a restraining order or a court-entered QDRO, we cannot restrict a participant from making withdrawals from their account. Internal transfers are allowed, but with caution that it does not impede the instructions in the QDRO.

Once we receive a restraining order or QDRO, a participant must stop any activity in his or her account until the QDRO is implemented based on the funds available in the 401(k) Plan. Any residual balance has to be worked out among the claimants.

TIAA cautions participants not to make withdrawals while they are negotiating how property will be distributed. After the QDRO date, if the participant makes contributions or requests withdrawals or transfers, the contributions and transactions will be reflected solely on the participant's account except for Required Minimum Distribution Options (MDO) elections and loan repayments.

While the marital property distribution is pending, obtaining the written consent of the spouse in exercising ownership options is required during the marriage for accumulations governed by the Retirement Equity Act (REACT). Also, spousal consent may be required to execute certain transactions while the distribution settlement is pending.

**To find out whether your accumulations are governed by REACT, call us at 800-842-2776, weekdays, 8 a.m. to 10 p.m. (ET) and Saturday, 9 a.m. to 6 p.m. (ET).**

### How is a 401(k) Plan loan treated after a QDRO is implemented?

There are restrictions on TIAA's ability to split any balances needed to secure the loan. Consider transferring other TIAA contract assets or other property in lieu of an interest in a loan contract. Please check your quarterly statement or log in to your account at **TIAA.org** for outstanding loan information. You may want to consult with your attorney before making any changes.

## Next steps



You can check your maximum loan amount, loan interest rates and apply for your loan online by logging in to your accounts at **TIAA.org/bnl**.



You can also start the loan process by calling us at **800-842-2252**, weekdays, 8 a.m. to 10 p.m. and Saturday, 9 a.m. to 6 p.m.

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