# UNIVERSITY OF KENTUCKY UNIVERSITY OF KENTUCKY'S VOLUNTARY 403(B) RETIREMENT PLAN





## **OPEN YOUR RETIREMENT ACCOUNT**

| NEED HELP?<br>Call 800 TIAA-CREF  |        | FILL OUT YOUR ENROLLMENT FORM   |
|---|--------|---|
| (800 842-2273)<br>Monday to Friday from<br>8 a.m. to 10 p.m., and<br>Saturday from 9 a.m.                                     | STEP 1 | CHOOSE YOUR INVESTMENTS Select from the list of investment choices available under your employer's plan. Please review the prospectuses for the investment choices before making your selections. See next page for how to access the prospectuses.   |
| to 6 p.m. (ET) or visit tiaa-cref.org.  | STEP 2 | TELL US ABOUT YOURSELF Provide basic information to establish your account.   |
| ¿HABLA ESPAÑOL?* Llame al 800 842-2252  | STEP 3 | LIST ANY EXISTING CONTRACTS See instructions to determine if applicable.  |
| y marque 9 si desea atención en español,  | STEP 4 | NAME YOUR BENEFICIARIES   |
| de lunes a viernes de<br>8:00 a 22:00 hrs. y<br>sábados de 9:00 a 18:00<br>hrs. (hora del Este).<br>Go to tiaa-cref.org/guide |        | SPOUSAL WAIVER (IF APPLICABLE) This section may or may not appear on your form, depending on the provisions of your employer's plan. If it does appear on your form, and if you are married and name someone other than your spouse as beneficiary for more than 50% of the death benefit, your spouse will need to complete and sign this section. |
| to view a web tutorial  | STEP 5 | SIGN YOUR FORM  |
| that will walk you<br>through the decision-<br>making process.  |        | RETURN YOUR COMPLETED FORM  Return your completed form to your employer's HR/Benefits office. You may need to complete a salary deferral agreement with your employer.  |

#### **IMPORTANT INFORMATION**

Whenever a new account is opened, federal law requires all financial institutions to help the government fight the funding of terrorism and prevent money laundering activities by obtaining, verifying and recording information that identifies each person who opens an account. For this reason, we request your name, physical address (a P.O. Box alone is insufficient), date of birth, Social Security number (or taxpayer identification number), telephone number and other information that will allow us to identify you. Without this information, we may not be able to open an account or process any transactions for you. State regulations require that you provide information on any existing annuity or life insurance contracts that would be replaced by the TIAA-CREF account for which you are applying. If your new TIAA-CREF account is going to replace more than one existing contract, please include that information. **FOR ARIZONA RESIDENTS ONLY:** 30-Day Right to Examine Your Contract. TIAA is required, upon written request, to provide you, within a reasonable time, reasonable factual information regarding the benefits and provisions of the annuity contract. You have 30 days from the day you receive the contract to examine it and to cancel it if you decide not to keep it. To cancel the contract, return it to us at the address shown below. Upon receipt of such request, TIAA will refund all premiums allocated to the Traditional Annuity plus the current accumulated value of all premiums allocated to the TIAA Variable Annuity Separate account, plus any expense charges or premium taxes deducted from premiums. The contract will be void as of the date of issue and no benefits will be provided.

\*Todos los contratos están redactados en inglés. Al hacer cualquier trato con nosotros, usted declara comprender nuestros documentos si los lee en inglés o que cuenta con algún asesor de su confianza que se los interprete. All contract documents are in English. When you do business with us, you represent that you can read and understand our English documents or have your own trusted advisor who can interpret them for you.

You should consider the investment objectives, risks, charges and expenses carefully before investing. Please call 877 518-9161 or log on to tiaa-cref.org for a prospectuses that contains this and other information. Please read the prospectus carefully before investing. To have copies of paper prospectuses sent to you at no charge, please call TIAA-CREF at 877 518-9161. TIAA-CREF Individual & Institutional Services, LLC and Teachers Personal Investors Services, Inc. distribute securities products. TIAA (Teachers Insurance and Annuity Association of America) and CREF (College Retirement Equities Fund), 730 Third Avenue, New York, NY 10017 issues annuities.

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#### **NEED HELP?**

For assistance in choosing an allocation or filling out your form, please call us at 800 TIAA-CREF.

If your employer's plan offers mutual funds as an investment choice, participants with non-U.S. addresses may be subject to certain investment restrictions, including restrictions on purchases of mutual funds.

#### TWO EASY WAYS TO PICK YOUR INVESTMENTS

#### **OPTION A: One-Step Investing**

This option is designed for investors who want to keep it simple — by choosing a single TIAA-CREF Lifecycle Fund to help meet all of their retirement needs. It's a convenient, low-maintenance way to have your retirement investments professionally managed for you — to and through retirement. All you need to do is pick a single TIAA-CREF Lifecycle Fund.

TIAA-CREF Lifecycle Funds have names that match specific investment time horizons — the year an investor expects to retire. So all you need to do is choose the Lifecycle investment with the name that most closely matches when you think that will be.

#### **OPTION B: Pick Your Own Investment Mix**

This option is designed for investors who want to research and evaluate their investment choices and then create their own portfolios. We can give you a head start, by providing some examples of model portfolios that include a mix of different asset classes and represent different levels of tolerance. We can also help you determine how much risk you're comfortable taking as a long-term investor. To find out how to pick your own investment mix, go step by step, through the How to Pick the Right Investments booklet.

Before making your investment choices and completing your enrollment form, please read the prospectuses for the investments you are interested in. To view the prospectuses online, go to tiaa-cref.org/PRO and enter your Prospectus Access Code: 100306. If you prefer, you can obtain paper copies of the prospectuses by calling 877 518-9161. Please note that on your enrollment form, you will be asked to confirm that you have received and accessed the relevant prospectuses for your investment choices.

### **OPTION A: One-Step Investing**

Pick the TIAA-CREF Lifecycle Fund that's closest to the year you plan to retire. All of your contributions will go into the fund you pick.

| Investment                    | Туре        | Investment # | Ticker<br>Symbol | Share<br>Class |
|-------------------------------|-------------|--------------|------------------|----------------|
| TIAA-CREF Lifecycle 2010 Fund | Mutual Fund | 1182         | TCTPX            | Premier        |
| TIAA-CREF Lifecycle 2015 Fund | Mutual Fund | 1183         | TCFPX            | Premier        |
| TIAA-CREF Lifecycle 2020 Fund | Mutual Fund | 1184         | TCWPX            | Premier        |
| TIAA-CREF Lifecycle 2025 Fund | Mutual Fund | 1185         | TCQPX            | Premier        |
| TIAA-CREF Lifecycle 2030 Fund | Mutual Fund | 1186         | TCHPX            | Premier        |
| TIAA-CREF Lifecycle 2035 Fund | Mutual Fund | 1187         | TCYPX            | Premier        |
| TIAA-CREF Lifecycle 2040 Fund | Mutual Fund | 1188         | TCZPX            | Premier        |
| TIAA-CREF Lifecycle 2045 Fund | Mutual Fund | 1189         | TTFPX            | Premier        |
| TIAA-CREF Lifecycle 2050 Fund | Mutual Fund | 1190         | TCLPX            | Premier        |
| TIAA-CREF Lifecycle 2055 Fund | Mutual Fund | 1737         | TTRPX            | Premier        |

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## **OPTION A: One Step Investing (continued)**

| Investment                                 | Туре        | Investment # | Ticker<br>Symbol | Share<br>Class |
|--|-------------|--------------|------------------|----------------|
| TIAA-CREF Lifecycle Retirement Income Fund | Mutual Fund | 1191         | TPILX            | Premier        |



Ticker

Share

## **OPTION B: Pick Your Own Investments**

Pick your own investments to build a diversified mix that's right for you. Please use only whole numbers and make sure your total allocation equals 100%. **HELPFUL TOOL:** Visit tiaa-cref.org/calcs to use our Asset Allocation Evaluator to help you create an allocation.

|          | Percentage | Investment   | Туре             | Investment # | Symbol | Class      |
|----------|------------|--|------------------|--------------|--------|------------|
| EQUITIES | <u> </u>   | CREF Equity Index Account                          | Variable Annuity | 008          | N/A    | N/A        |
|          | <u> </u>   | CREF Global Equities Account                       | Variable Annuity | 006          | N/A    | N/A        |
|          | <b>%</b>   | CREF Growth Account                                | Variable Annuity | 007          | N/A    | N/A        |
|          | <u> </u>   | CREF Stock Account                                 | Variable Annuity | 002          | N/A    | N/A        |
|          | <b>%</b>   | American Funds EuroPacific Growth Fund             | Mutual Fund      | 035          | RERFX  | R5         |
|          | <b>%</b>   | American Funds Growth Fund of America              | Mutual Fund      | 310          | RGAFX  | R5         |
|          | %          | American Funds Washington Mutual Investors<br>Fund | Mutual Fund      | 036          | RWMFX  | R5         |
|          | <b>%</b>   | Artisan International Value Fund                   | Mutual Fund      | 604          | ARTKX  | Investor   |
|          | <u> </u>   | Columbia Small Cap Value Fund I                    | Mutual Fund      | 609          | CSCZX  | Z          |
|          | <u> </u>   | Eaton Vance Large-Cap Value Fund                   | Mutual Fund      | 595          | EILVX  | 1          |
|          | <u> </u>   | Lazard Emerging Markets Equity Portfolio           | Mutual Fund      | 623          | LZOEX  | Open       |
|          | %          | Munder Mid-Cap Core Growth Fund                    | Mutual Fund      | 630          | MGOYX  | Υ          |
|          | <u> </u>   | Nuveen Mid Cap Value Fund                          | Mutual Fund      | 612          | FSEIX  | I          |
|          | <u></u> %  | Sentinel Small Company Fund                        | Mutual Fund      | 1170         | SIGWX  | I          |
|          | <u> </u>   | T. Rowe Price Capital Appreciation Fund            | Mutual Fund      | 290          | PRWCX  | Retail     |
|          | <u> </u>   | TIAA-CREF Equity Index Fund                        | Mutual Fund      | 1174         | TCEPX  | Premier    |
|          | <u> </u>   | TIAA-CREF Growth & Income Fund                     | Mutual Fund      | 1175         | TRPGX  | Premier    |
|          | <u> </u>   | TIAA-CREF International Equity Fund                | Mutual Fund      | 1178         | TREPX  | Premier    |
|          | <u> </u>   | TIAA-CREF International Equity Index Fund          | Mutual Fund      | 1179         | TRIPX  | Premier    |
|          | <u></u> %  | TIAA-CREF Large-Cap Growth Index Fund              | Mutual Fund      | 019          | TRIRX  | Retirement |
|          | <u></u> %  | TIAA-CREF Large-Cap Value Fund                     | Mutual Fund      | 1181         | TRCPX  | Premier    |
|          | <u></u> %  | TIAA-CREF Large-Cap Value Index Fund               | Mutual Fund      | 020          | TRCVX  | Retirement |

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## **OPTION B: Pick Your Own Investments (continued)**

|              | Percentage | Investment                                    | Туре                  | Investment # | Ticker<br>Symbol | Share<br>Class |
|--------------|------------|---|-----------------------|--------------|------------------|----------------|
| EQUITIES     | <u> </u>   | TIAA-CREF Mid-Cap Growth Fund                 | Mutual Fund           | 1192         | TRGPX            | Premier        |
|              | %          | TIAA-CREF Mid-Cap Value Fund                  | Mutual Fund           | 1193         | TRVPX            | Premier        |
|              | %          | TIAA-CREF Real Estate Securities Fund         | Mutual Fund           | 1195         | TRRPX            | Premier        |
|              | <u> </u>   | TIAA-CREF S&P 500 Index Fund                  | Mutual Fund           | 018          | TRSPX            | Retirement     |
|              | <u> </u>   | TIAA-CREF Small-Cap Blend Index Fund          | Mutual Fund           | 024          | TRBIX            | Retirement     |
|              | <u> </u>   | TIAA-CREF Small-Cap Equity Fund               | Mutual Fund           | 132          | TSRPX            | Premier        |
|              | <u> </u>   | TIAA-CREF Social Choice Equity Fund           | Mutual Fund           | 1198         | TRPSX            | Premier        |
|              | %          | Vanguard Emerging Markets Stock Index<br>Fund | Mutual Fund           | 337          | VEIEX            | Investor       |
|              | %          | Vanguard Mid-Cap Index Fund                   | Mutual Fund           | 345          | VIMSX            | Investor       |
| REAL ESTATE  | <u></u> %  | TIAA Real Estate Account                      | Variable Annuity      | 009          | N/A              | N/A            |
| FIXED INCOME |            | CREF Bond Market Account                      | Variable Annuity      | 005          | N/A              | N/A            |
|              | <u> </u>   | CREF Inflation-Linked Bond Account            | Variable Annuity      | 010          | N/A              | N/A            |
|              | <u> </u>   | Templeton Global Bond Fund                    | Mutual Fund           | 1126         | TPINX            | А              |
|              | <u> </u>   | TIAA-CREF High-Yield Fund                     | Mutual Fund           | 1176         | TIHPX            | Premier        |
|              | <u> </u>   | TIAA-CREF Short-Term Bond Fund                | Mutual Fund           | 1196         | TSTPX            | Premier        |
|              | <u> </u>   | Vanguard Total Bond Market Index Fund         | Mutual Fund           | 328          | VBMFX            | Investor       |
|              | %          | Western Asset Core Plus Bond Portfolio        | Mutual Fund           | 038          | WACPX            | Institutional  |
| MONEY MARKET | %          | CREF Money Market Account                     | Variable Annuity      | 003          | N/A              | N/A            |
| GUARANTEED   | %          | TIAA Traditional Annuity                      | Guaranteed<br>Annuity | 001          | N/A              | N/A            |



## **OPTION B: Pick Your Own Investments (continued)**

|             | Percentage                                      | Investment                                 | Туре             | Investment # | Ticker<br>Symbol | Share<br>Class |
|-------------|---|--|------------------|--------------|------------------|----------------|
| MULTI-ASSET | <b>\  \  \  \  \  \  \  \  \  \  \  \  \  \</b> | CREF Social Choice Account                 | Variable Annuity | 004          | N/A              | N/A            |
|             | <u> </u>  | American Funds Capital Income Builder Fund | Mutual Fund      | 306          | RIRFX            | R5             |
|             | <u> </u>  | TIAA-CREF Lifecycle 2010 Fund              | Mutual Fund      | 1182         | TCTPX            | Premier        |
|             | <u> </u>  | TIAA-CREF Lifecycle 2015 Fund              | Mutual Fund      | 1183         | TCFPX            | Premier        |
|             | <u> </u>  | TIAA-CREF Lifecycle 2020 Fund              | Mutual Fund      | 1184         | TCWPX            | Premier        |
|             | <u> </u>  | TIAA-CREF Lifecycle 2025 Fund              | Mutual Fund      | 1185         | TCQPX            | Premier        |
|             | <b>\(\big \)</b> \(\big \) \(\disp\)            | TIAA-CREF Lifecycle 2030 Fund              | Mutual Fund      | 1186         | TCHPX            | Premier        |
|             | <u> </u>  | TIAA-CREF Lifecycle 2035 Fund              | Mutual Fund      | 1187         | TCYPX            | Premier        |
|             | <u> </u>  | TIAA-CREF Lifecycle 2040 Fund              | Mutual Fund      | 1188         | TCZPX            | Premier        |
|             | <u> </u>  | TIAA-CREF Lifecycle 2045 Fund              | Mutual Fund      | 1189         | ТТГРХ            | Premier        |
|             | <u> </u>  | TIAA-CREF Lifecycle 2050 Fund              | Mutual Fund      | 1190         | TCLPX            | Premier        |
|             |   | TIAA-CREF Lifecycle 2055 Fund              | Mutual Fund      | 1737         | TTRPX            | Premier        |
|             |   | TIAA-CREF Lifecycle Retirement Income Fund | Mutual Fund      | 1191         | TPILX            | Premier        |
|             | 1 0 0 %   | TOTAL                                      |                  |              |                  |                |



Teachers Insurance and Annuity Association of America-College Retirement Equities Fund, New York, NY 10017

### **ENROLLMENT FORM**

FOR TIAA & CREF RETIREMENT ANNUITY (RA) CONTRACTS

Please print in capital letters and only use black or dark blue ink.

| Last Name   | le Name                 |
|---|-------------------------|
|   |                         |
| Social Security or Tax ID Number Gender                       |                         |
|   |                         |
|   |                         |
|   | Birth Date (mm/dd/yyyy) |
|   |                         |
|   |                         |
| Your Spouse's Name E-mail Address                             |                         |
|   |                         |
| Daytime Phone Evening Phone                                   |                         |
|   |                         |
| Residential Address (No PO Boxes please.)                     |                         |
| Address   |                         |
|   |                         |
|   |                         |
|   |                         |
| City State Zip Co   | de Country              |
|   |                         |
| Mailing Address (If different from your residential address.) |                         |
| Address   |                         |
|   |                         |
|   |                         |
| 0 7.0   |                         |
| City State Zip Co   | de Country              |
|   |                         |
| Employment Information  |                         |
| Employer  |                         |
|   |                         |
|   |                         |
| Campue / Branch   | Plan ID                 |
| Campus/Branch   | Plan ID                 |

# **Your Investment Allocation**

Important Information Please be sure to provide instructions on how to allocate your contributions to the investments offered under the retirement plan on the "Choose Your Allocation" form. If your asset allocation is missing or incomplete in any way, your contributions will be automatically invested in accordance with the plan's Qualified Default Investment Alternatives or otherwise applicable default investment, which can be located in the plan's Summary Plan Description available from your employer.



FOR TIAA & CREF RETIREMENT ANNUITY (RA) CONTRACTS

Regulations require that we ask if you are replacing an existing annuity contract/ certificate or life insurance policy with this enrollment.

# LIST ANY EXISTING CONTRACTS / CERTIFICATES (IF APPLICABLE) Do you own any annuity contracts /certificates or life insurance policies? Yes No Does this enrollment replace, discontinue or change an existing annuity contract /certificate or life insurance policy? If yes, provide contract /certificate number and company name below. • If **no**, skip this step and proceed to 'Name Your Beneficiaries'. Contract / Certificate Number Company Name NAME YOUR BENEFICIARIES **DEFINITION:** Primary **Primary Beneficiaries** beneficiaries are Name (Title, First Name, Middle Name, Last Name) individuals who are entitled to receive the benefits of your plan

Make sure the percentages for your primary and contingent beneficiaries each totals 100%.

if you die.

| Percentage         | Social Security or Tax ID Number                                  | Birth Date (mm/dd/yyyy) |  |
|--------------------|---|-------------------------|--|
| Relationship       |   |                         |  |
|                    |   |                         |  |
|                    |   |                         |  |
|                    |   |                         |  |
| Name (Title, Firs  | t Name, Middle Name, Last Name)                                   |                         |  |
|                    | t Name, Middle Name, Last Name)  Social Security or Tax ID Number | Birth Date (mm/dd/yyyy) |  |
| Name (Title, First |   | Birth Date (mm/dd/yyyy) |  |

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FOR TIAA & CREF RETIREMENT ANNUITY (RA) CONTRACTS

**DEFINITION:** Contingent beneficiaries are individuals who are entitled to receive the benefits of your plan if the primary beneficiary(ies) die(s) before you.

To choose more than two primary or contingent beneficiaries, include an additional page with your name, Social Security or Tax ID number, and the information for the additional beneficiaries.

| Percentage        | Social Security or Tax ID Number                                  | Birth Date (mm/dd/yyyy) |
|-------------------|---|-------------------------|
| Relationship      |   |                         |
|                   |   |                         |
|                   |   |                         |
|                   |   |                         |
| lame (Title, Firs | t Name, Middle Name, Last Name)                                   |                         |
| lame (Title, Firs | t Name, Middle Name, Last Name)  Social Security or Tax ID Number | Birth Date (mm/dd/yyyy) |



FOR TIAA & CREF RETIREMENT ANNUITY (RA) CONTRACTS

#### **SIGN YOUR FORM**

Your employer's plan may offer mutual funds as an investment choice in addition to the TIAA and CREF annuities. The TIAA and CREF annuity contracts and amounts in any of the mutual funds do not provide for loans and cannot be assigned. Under federal law, distributions before age 59½ or before termination of employment may be prohibited, limited, and/or subject to substantial tax penalties. Your ability to make withdrawals and transfers from the TIAA and CREF annuity contracts is subject to the terms of these contracts and may be limited. The TIAA annuity contract does not allow lump-sum cash withdrawals or transfers from the TIAA Traditional Annuity, and withdrawals and transfers must be spread over a ten-year period. Transfers among the TIAA Variable Annuity Separate accounts, the CREF Variable Annuity accounts and any of the non-annuity mutual funds may be made in a lump sum. The amount and value of any accumulation units transferred from any account within a TIAA Variable Annuity Separate account may be affected by redemption charges imposed by the investments in which the account invests. The accumulations in and benefit payments from the CREF accounts, the TIAA Variable Annuity Separate accounts, and the mutual funds are variable and not guaranteed; they depend on the investment performance of these accounts.

| the investment performal   | nce of these accounts.   |   |   |
|--|--|---|---|
| Your beneficiary designati   | ion will apply to your TIAA and CRE  | F annuities and to the mutual fund acco   | ounts.  |
| Please check the box belo  | OTHER DOCUMENTS ACKNO<br>ow acknowledging your receipt of the<br>restment options available to you                     |   |   |
| Please check the box bel   | low to acknowledge electronic rec  | eipt of prospectuses and other required   | documents.  |
| website (tiaa-cref.org), the tiaa-cref.org/PRO using the                               | ne website from which this form wa<br>the Prospectus Access Code prov  | as downloaded, a CD accompanying my   | my plan by means of either the TIAA-CREF<br>enrollment form, or at the special web address<br>er acknowledge that I am able to access these<br>itial enrollment.  |
| access. In either case, you<br>PDF documents. If you do<br>electronically, please cont | u must also be able to download, v<br>n't have Adobe Reader, go to www.a<br>tact us toll-free at <b>800 842-2273</b> . | iew and print the documents. You will neadobe.com to download a free copy. To rec | we or a computer with a CD drive and Internet<br>ed Adobe Reader to view and print electronic<br>quest assistance with accessing these documents<br>accessing documents electronically may involve<br>der and printing costs. |
|  | wledge that you have received and  |   | lling toll-free 877 518-9161 or go to tiaa-cref.org<br>te or CD, please call 877 518-9161 for paper   |
| Note: Unless indicated a   | bove, I acknowledge that I have re   | eceived paper copies of the above-refer   | enced documents.  |
|  |  | identification number shown on this for the total and provision of this document. | orm is your correct Social Security number.   |
| I have read and acknowle   | ledge all provisions of this form.   |   |   |
| Please sign in only black or dark blue ink.  | Signature  |   | Date (mm/dd/yyyy)   |
|  |  |   |   |



FOR TIAA & CREF RETIREMENT ANNUITY (RA) CONTRACTS

#### FOR YOUR PROTECTION, WE PROVIDE THIS NOTICE / WARNING REQUIRED BY MANY STATES

This notice/warning does not apply in New York.

Any person who, knowingly and with intent to defraud any insurance company or other person, files an application for insurance or a statement of claim for insurance benefits containing materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and may be subject to criminal penalties, including confinement in prison, and civil penalties. Such action may entitle the insurance company to deny or void coverage or benefits. Also:

**CO:** Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**DC**, **VA**: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

| FOR TIAA AGENT USE, IF APPLICABLE   |                     |   |
|---|---------------------|---|
| Agent Name (Title, First Name, Middle Name, Last Name)  |                     | Agent CRD Number                            |
| Replacement requirements:   | Exempt              | Subject to Replacement Requirements         |
| To the best of my knowledge and belief, the applicant owns existing life insurance policies or annuity contracts.                                     | Yes                 | No  |
| To the best of my knowledge and belief, the applicant is replacing, discontinuing, or changing existing life insurance policies or annuity contracts. | Yes                 | No  |
| For contracts to be issued in North Carolina  |                     |   |
| I did not record the applicant's information on the enrollment form. The info   | rmation on the enr  | ollment form was recorded by the applicant. |
| I recorded the information on the enrollment form and certify that the information provided by the applicant.   | ormation I recorded | d completely and accurately represents the  |
| Agent Signature (Title, First Name, Middle Name, Last Name)   |                     | Date (mm/dd/yyyy)                           |
|   |                     |   |