The University of Virginia (the “University”) provides you with the opportunity to save for your retirement through the University of Virginia Tax Deferred Savings Program (the “TDSP”). The University would like you to know more about how you can participate in the Plan.

If you are not enrolled, or if you are already enrolled and wish to change the amount of your deferral, simply go to the University’s Benefits Department website at http://www.hr.virginia.edu/ to obtain information and enrollment instructions for the Plan. You may also contact the Benefits Department at 434-982-0123 for assistance.

Once you are enrolled, you can review and change your investment options at any time by contacting your vendor directly. The effective date of your changes will be determined by your vendor. If you wish to change the amount of your deferral, simply submit an updated Tax Deferred Savings Program Authorization Form to the Benefits Department.

If you were automatically enrolled in the Plan please review the attached “Notice of Automatic Enrollment and Default Investment” for more information concerning the TDSP’s default investment vendor and funds.

Lastly, please be aware that the law limits the amount you may defer under this and other plans in any tax year. For 2010, the maximum contribution is $16,500. If you are 50 years of age or older you may defer $22,000 in 2010. Any excess will be refunded to you and such amounts will be treated as salary. The minimum deferral amount per month is $20.00.

For further details, or if you have questions, please contact the Benefits Department at 914 Emmet Street, Box 400127, Charlottesville, VA 22904, Phone: 434-982-0123, Fax: 434-924-4486.