

**Alternate Benefits Program Mandatory Contributions 401(a)**  
**& Voluntary 403(b) Loan Authorizations**

The participant will:

1. Contact their Investment Provider Client Service number or Provider's contact person directly for the applicable Loan Application Form.
2. Send the Loan Application Form for signature to Takesha Ellerbie, Coordinator of Benefits Services Administration via:

Email: [ellerbt1@umdnj.edu](mailto:ellerbt1@umdnj.edu),

Fax: 973-972-2475

Interoffice Mail: Human Resources, SSB Room 1242, Newark Campus

The Coordinator of Benefits Services Administration will:

1. Contact the Investment Provider(s) for additional information regarding current loan status. The Loan Application Form will not be signed if the total of outstanding loan(s) and the newly requested loan is in excess of \$50,000 or 50% of total assets.
2. Once the information is received, the Coordinator of Benefits Services Administration will sign the form and fax it directly to the Investment Provider unless other directions are provided.

**Notes:**

**The processing time is two (2) to four (4) days once the Campus Benefits Associate receives the form.**

**Loans are not available to separated employees.**

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