

**INCOMING DIRECT ROLLOVER TO A 401 PLAN**

Voya customer assistance - 866-865-2660

Voya Retirement Insurance and Annuity Company ("VRIAC") email

Voya Institutional Plan Services, LLC ("VIPS")

Members of the Voya® family of companies

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As used on this form, the term "Voya," "Company," "we," "us" or "our" refer to your plan's funding agent and/or administrative services provider. That entity is either VRIAC or VIPS. Contact us for more information.

**INSTRUCTIONS**

Please contact your Plan Administrator prior to completing this form to determine if assets under an existing plan or traditional IRA can be rolled over into this Plan. If yes, complete this form and forward it to the former investment provider/record keeper along with a request for a distribution. Mail or fax a copy to the address or phone number above. Please make a photocopy if you wish to retain a copy for your records. If you are not previously enrolled in the Plan, your Plan Administrator must submit a completed Enrollment Form before requesting a transfer or rollover to Voya. If you intend to accomplish an indirect rollover (i.e., where you remit a personal check to Voya), we must receive backup from your prior record keeper to support the amounts indirectly rolled over.

Funds will be applied to the account the same day they are received from the former investment provider/record keeper if received in good order before the close of the New York Stock Exchange (NYSE) on any day it is open for trading. All requests received in good order after the close of the NYSE (usually 4 p.m. ET) will be processed the next day the NYSE is open.

**GOOD ORDER**

Good order is receipt at the designated location of this form accurately and entirely completed, and includes all necessary signatures. If this form is not received in good order, as we determine, it may be returned to you for correction and processed upon re-submission in good order at our designated location. Beneficiaries and QDRO Alternate Payees are prohibited by the IRS from rolling over money from other qualified retirement plans or IRAs into their 401(a), 401(k), 403(b) accounts unless they are also an employee of the company.

Rollover from a Roth Account - If you are directly rolling over Roth money, we must receive cost basis and the Designated Roth Account's start date directly from your prior record keeper.

**1. PLAN INFORMATION**

Plan Name Therapy Partner Solutions Holdings, LLC

Plan Number 559965

**2. PARTICIPANT INFORMATION**

Name (last, first, middle initial) \_\_\_\_\_

SSN/TIN (Required) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Resident Street Address or PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Work Phone (include extension) \_\_\_\_\_ Home Phone \_\_\_\_\_

**3. FORMER INVESTMENT PROVIDER/RECORD KEEPER**

Former Investment Provider/Record keeper Name Empower

Former Investment Account # 86204-03 Phone # 866-467-7756

Please note

\* Voya 401K account must be set up to complete rollover

**4. ROLLOVER AMOUNT** (Check all applicable boxes. Rollovers from Roth IRA accounts are not permitted.)

Please indicate source:  403(b) plan  401 plan  Governmental 457  Traditional IRA

Pre-Tax Rollover Amount ..... \$ \_\_\_\_\_  Rollover of Designated Roth Amount..... \$ \_\_\_\_\_  
 Rollover of Non-Roth After-Tax Amount ..... \$ \_\_\_\_\_ Start Date \_\_\_\_\_ Roth Contributions ..... \$ \_\_\_\_\_  
 Employee Non-Roth After-Tax Contributions \$ \_\_\_\_\_  Rollover of In Plan Roth Rollover Amount ..... \$ \_\_\_\_\_  
 Start Date \_\_\_\_\_ In Plan Roth Basis..... \$ \_\_\_\_\_

**5. INVESTMENT INSTRUCTIONS** (Use whole percentages (e.g. 33%, not 33 1/3%). Must total 100%.)

Unless otherwise indicated below, your Direct Rollover assets will be invested according to your current investment elections for ongoing contributions of the Plan indicated on page one.

If you choose to invest your Direct Rollover assets differently, enter the percentage of the Direct Rollover amount to be split among Plan investment options as specified below. Obtain the fund names/numbers from your most recent quarterly statement package or enrollment kit.

Fund Number/Name	Percentage	Fund Number/Name	Percentage

**6. ROLLOVER TO VOYA** (Please choose only one option.)

**Mail Check Directly to Voya**

Mail check payable to Voya Institutional Trust Co. F/B/O Participant Name, Social Security Number, and Plan # **559965** to the address below.

**Regular Mail:**

Voya Institutional Trust Company  
 PO Box 3015  
 New York, NY 10116-3015

**Overnight/Express Mail:**

JP Morgan Chase C/O  
 Payee: Voya Institutional Trust Company  
 Attn: Lock Box 3015  
 4 Chase Metrotech Center, 7th Floor East  
 Brooklyn, NY 11245  
 (Six digit plan number must be referenced on the check.)

**Wire Transfer Directly to Voya**

**Wire Funds to:**

Wells Fargo Bank, N.A.  
 ABA Number: 121000248  
 Voya Institutional Trust Company/Prem Collection  
 Bank Account Number: 2087350311363  
 Beneficiary References:  
 Include Participant Name, Social Security Number (9 digit numeric), Plan # **559965**  
 (6 digit numeric) and Payroll location (if any)  
 (4 digit numeric).  
 Example: John J. Jones 999-99-9999 888123-0001

**7. PARTICIPANT SIGNATURE AND ACKNOWLEDGEMENT**

I understand that the Direct Rollover amounts will be subject to the applicable Internal Revenue Service and Plan withdrawal restrictions. I understand that the Direct Rollover will be invested using my current investment allocation under this plan to the extent on file unless I submit this form to indicate alternate investment selections for this Direct Rollover. I acknowledge that I have read and accept the terms of this form and that the information shown is correct and complete.

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

**8. PLAN ADMINISTRATOR SIGNATURE AND CERTIFICATION**

As the Plan Administrator, I hereby accept this rollover in and Plan investment direction, and have reviewed the form to ensure all necessary information is completed.

Plan Administrator Name (Please print.) Kristy Krueger

Plan Administrator Signature *Kristy Krueger* Date \_\_\_\_\_

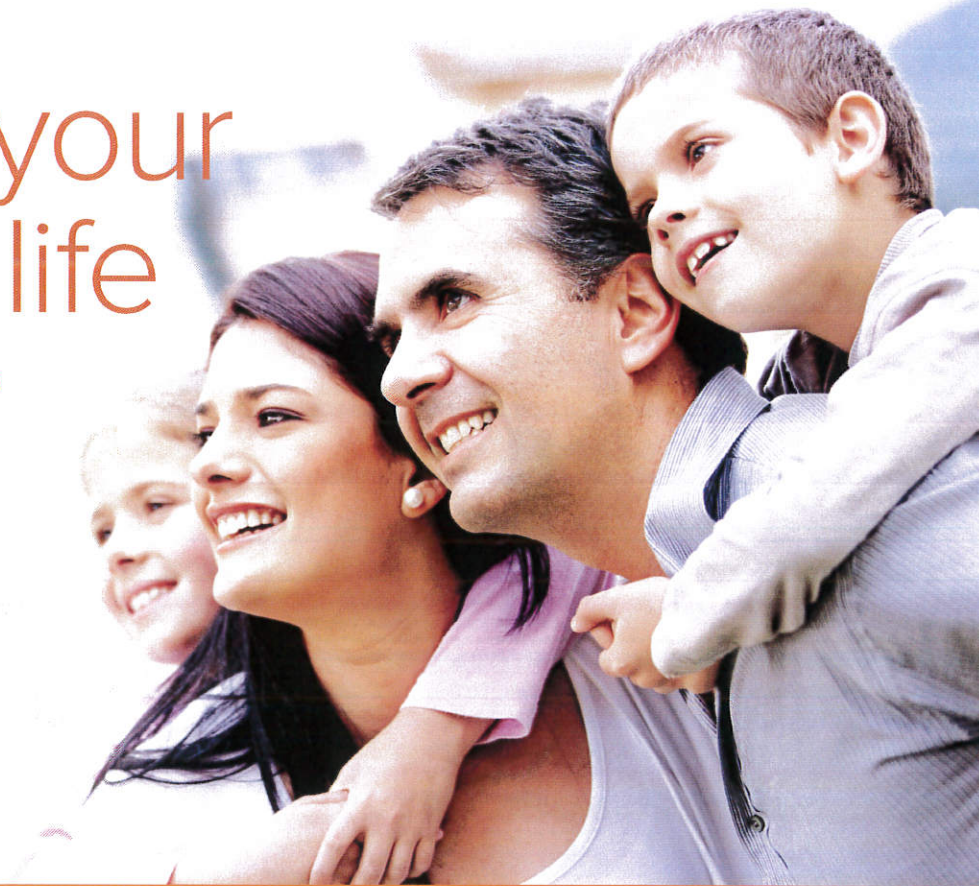
**9. LETTER OF ACCEPTANCE**

- Letter of Acceptance Required – Check this box if the Prior Plan/IRA Service Provider requires a Letter of Acceptance from Voya to complete your rollover or transfer request. **A Letter of Acceptance will not be issued unless this box is checked.**
  - Fax the Letter of Acceptance to ( \_\_\_\_\_ ) - \_\_\_\_\_ Attention \_\_\_\_\_
  - Mail the Letter of Acceptance to me at the Participant address indicated on this form.
  - Mail the Letter of Acceptance to the Prior Plan / IRA Service Provider at the address indicated below.

Company Name \_\_\_\_\_ Attention \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

# Simplify your financial life

Learn about your options to help simplify your retirement planning



## We get it

If you're like many people, you've had more than one job and saved in more than one workplace retirement plan. Your money may still be with former employers or you may have an individual retirement account – or both. Managing multiple retirement accounts can be a real challenge – it eats up time, makes it harder to gauge your progress and may even be costing you more in fees than you realize.

Consolidating your retirement savings into a single account is one of your options that could help simplify your financial life. Voya's® here to educate you on all your options. Our team of professionals is here to support you and help you on achieving a simpler financial life today and a successful retirement tomorrow.

Taking into account your personal situation, you may want to consider your options, such as: keeping your assets where they are, withdrawing your assets (taxes are generally due upon withdrawal and any applicable tax penalties that may apply), or you may choose to rollover your assets to an employer-sponsored retirement plan that accepts rollovers, or to another eligible vehicle.

Learn about your options today to help simplify.

# Consolidating

## Is consolidating right for you?



- ✓ Stay on top of your finances
- ✓ Organize statements and paperwork
- ✓ Track how your investments are performing
- ✓ Keep your savings and investing strategy aligned with your long-term goals



## The Voya Account Consolidation Team can help:

- Explain your options
- Guide you through the consolidation process
- Assist with collecting and completing the paperwork



To learn more or for help consolidating your accounts, call **866-865-2660** or email **ACT@voya.com**.

Please provide the information noted below in your email, and we will have a Voya Account Consolidation Representative contact you.

- Name
- Cell or Home Phone
- Email Address
- Employer Name
- Best time to call



**Not FDIC/NCUA/NCUSIF Insured | Not a Deposit of a Bank/Credit Union | May Lose Value | Not Bank/Credit Union Guaranteed | Not Insured by Any Federal Government Agency**

Please note that while Voya retirement consultants do not make money on individual conversations, the products and programs they offer have fees and costs associated with them. Please refer to the disclosures/prospectuses of the individual products for additional pricing information.

Consolidation representatives are registered representatives of and offer securities through Voya Financial Advisors, Inc. (member SIPC), One Orange Way, A1S, Windsor, CT 06095-4774.

Please carefully consider the provisions of your current retirement plan and the new product for differences in cost, benefits, surrender charges, or other important features before transferring assets. There may also be tax consequences associated with the transfer of assets. Neither Voya Financial nor its agents or representatives provide legal or tax advice, so consult your own legal and tax advisors regarding your situation. Rollover assets may be subject to an IRS 10% premature distribution penalty tax. Consult your own legal and tax advisors regarding your situation.

Any insurance products, annuities and funding agreements that you may have purchased are sold as securities and are issued by Voya Retirement Insurance and Annuity Company ("VRIAC"). Fixed annuities are issued by VRIAC. VRIAC is solely responsible for meeting its obligations. Plan administrative services provided by VRIAC or Voya Institutional Plan Services, LLC ("VIPS"). Neither VRIAC nor VIPS engage in the sale or solicitation of securities. If custodial or trust agreements are part of this arrangement, they may be provided by Voya Institutional Trust Company. All companies are members of the Voya® family of companies. **Securities distributed by Voya Financial Partners, LLC (member SIPC) or other broker-dealers with which it has a selling agreement.** All products or services may not be available in all states.

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