



## ADP TotalSource® Retirement Savings Plan ROLLOVER CONTRIBUTION FORM

### PERSONAL INFORMATION (please print clearly using black or blue ink)

NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APT: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

### INSTRUCTIONS

1. Contact your former employer, plan administrator, or financial institution to request and receive a rollover distribution check. You will need to provide the correct payee information for your rollover. The rollover check should be mailed directly to you and payable as follows:
  - Voya Institutional Trust Company for the benefit of (F.B.O.) (Your Name)
2. Obtain required documentation. Your former employer or financial institution should provide you with proof of plan qualification and taxability. Proof of plan qualification status is typically documented in a copy of the plan's IRS Letter of Determination, a signed letter from your employer or prior Plan Administrator and/or your rollover distribution statement. Proof of taxability is typically documented in your rollover distribution statement.
3. Write the last four digits of your Social Security Number on the rollover check.
4. Personal checks will not be accepted and will be returned to you.

**PLEASE NOTE: AN INCOMPLETE APPLICATION, INSUFFICIENT DOCUMENTATION, A MISSING CHECK OR A CHECK WITH INCORRECT PAYEE INFORMATION MAY RESULT IN A DELAY IN POSTING FUNDS TO YOUR ACCOUNT OR THE RETURN OF YOUR APPLICATION AND/OR CHECK.**

### PROOF OF PLAN QUALIFICATION AND TAXABILITY

**Plan qualification:** Your rollover contribution to the ADP TotalSource® Retirement Savings Plan must be from another qualified plan or IRA. The ADP TotalSource® Retirement Savings Plan accepts rollover contributions from a 401(k) plan, 403(b) plan, 457 plan or Traditional IRA. If you choose to rollover an eligible plan payment that was paid to you, it will be treated as an indirect rollover which must be completed within 60 days after you received the payment.

**Note:** If you are directly rolling over Roth money, we must receive cost basis and the Roth account's start date directly from your prior record keeper. Please include a copy of your rollover distribution statement from your former plan PLUS documentation providing the start date and total amount of your Roth contributions.

**Taxability:** You must provide documentation that details the taxability of the funds to be rolled over indicating: pre-tax, Roth.

**You may need to contact your former employer, plan administrator, or financial institution to provide you with this information which must accompany this application and rollover check.**

## INVESTMENT FUND ELECTIONS (MUST TOTAL 100%)

I elect to make a rollover contribution to the ADP TotalSource® Retirement Savings Plan in the amount of: \$ \_\_\_\_\_

If you do not designate fund elections or elections do not total 100%, your rollover contribution allocation will default to the applicable Voya Target Solution Funds.

Voya Target Solution Income Trust	_____ .00%	BlackRock US Debt Index Fund	_____ .00%
Voya Target Solution Trust 2020	_____ .00%	Fidelity Total Bond Fund	_____ .00%
Voya Target Solution Trust 2025	_____ .00%	Voya Large Cap Growth Portfolio	_____ .00%
Voya Target Solution Trust 2030	_____ .00%	BlackRock Russell 3000 Index Fund	_____ .00%
Voya Target Solution Trust 2035	_____ .00%	American Funds Washington Mutual R4	_____ .00%
Voya Target Solution Trust 2040	_____ .00%	John Hancock Disciplined Value Mid Cap Fund	_____ .00%
Voya Target Solution Trust 2045	_____ .00%	T. Rowe Price Mid Cap Growth Fund	_____ .00%
Voya Target Solution Trust 2050	_____ .00%	Federated Clover Small Cap Value Fund	_____ .00%
Voya Target Solution Trust 2055	_____ .00%	T. Rowe Price New Horizons Fund	_____ .00%
Voya Target Solution Trust 2060	_____ .00%	BlackRock Global Equity ex-US Index Fund	_____ .00%
Stable Value Fund	_____ .00%	American Funds EuroPacific Growth Fund	_____ .00%
TOTAL		100%	

## AUTHORIZATION

*I certify that the amount of my rollover contribution represents only money that is eligible to be rolled over into the ADP TotalSource® Retirement Savings Plan. If any of the money is subsequently determined to be ineligible for rollover, I understand that the Plan will distribute the ineligible amount and any attributable earnings, if applicable.*

PARTICIPANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

If you have any questions, please go online at <https://adptotalsource.voya.com> or call the ADP TotalSource® Retirement Savings Plan Service Center at 1-855-646-7549 (TTD/TTY users call 1-855-646-7550). Customer Service Associates are available Monday through Friday, 8:00 A.M. to 8:00 P.M. Eastern Time (excluding stock market holidays).

## CHECKLIST

### PLEASE REVIEW YOUR APPLICATION CAREFULLY.

- ☐ Completed the Personal Information section, **and**
- ☐ Contacted your former employer or financial institution, **and**
- ☐ Completed the Investment Fund Elections section, **and**
- ☐ Included your rollover check (made payable to Voya Institutional Trust Company F.B.O. (your name)), **and**
- ☐ Included proof of plan qualification documenting the source of your rollover contribution such as: 401(k) plan, 403(b) plan, 457 plan, Traditional IRA (IRS Letter of Determination, letter from plan's prior record keeper, or distribution statement), **and**
- ☐ Included proof of taxability detailing the taxability of funds to be rolled over such as: pre-tax, Roth. (Letter from plan's prior record keeper, and/or rollover distribution statement), **and**
- ☐ Signed and dated the Rollover Contribution form

**If your rollover check or any of the above required information or documentation is missing from your application, there will be a delay in processing your rollover contribution and your application and/or check may be returned to you.**

**If your application is complete, please mail the application and any required documentation to:**

#### VIA MAIL

Voya Financial  
Attn: ADP TotalSource Plan Administration  
P.O. Box 55772  
Boston, MA 02205-5772

#### VIA OVERNIGHT DELIVERY

Voya Financial  
Attn: ADP TotalSource Plan Administration  
30 Braintree Hill Office Park  
Braintree, MA 02184-8747