Voya Retirement Insurance and Annuity Company ("VRIAC")
A member of the Voya® family of companies
PO Box 990063
Hartford, CT 06199-0063
www.voyaretirementplans.com

Voya Plan Number: 666943

Plan Name: City Of Portland Governmental 457(b) Plan

Re: **Advantis Credit Union** plan account – Request for Unforeseeable Emergency Withdrawal

The City of Portland Governmental 457(b) Plan Sponsor has asked Voya to provide you with the forms necessary to request an unforeseeable emergency withdrawal from your plan account. Because some or all of your plan account is invested with Advantis Credit Union, this package of forms is required. These documents were prepared based on the plan provisions in effect and your account status at the time of this request.

The IRS Special Tax Notice is provided at the end of this package. Please read it thoroughly and give careful consideration to your decision to withdraw funds from your account. **Once processed, your distribution cannot be returned for cancellation.**

If you decide not to apply for this withdrawal, no further action is required. Your account has not been affected and we will not follow up on your original request.

To complete your request, follow these steps:

Step 1 Review the enclosed documents carefully. It is important that you understand the terms and conditions, which apply to taking a withdrawal from your account.

If you have any questions about the enclosed documents, please contact Jeanine Keller, City of Portland Deferred Compensation Administrator at 503-823-6140 before proceeding.

Step 2 Sign and date the Voya paperwork: Voya Unforeseeable Emergency Withdrawal Request and Voya State Income Tax Withholding Notification *(if applicable)*.

Step 3 Attach all required supporting documentation. **Please write "UEFORM-666943" and your Social Security number on each piece of paper you mail or fax to Voya.**

Step 4 Make a copy of all documents for your records.

Step 5 Mail or fax the original completed Voya Unforeseeable Emergency Withdrawal Request form and supporting documentation to:

Voya
PO Box 990063
Hartford, CT 06199-0063

OR

Fax: 800-643-8143

Voya will review the completed forms and supporting documentation you submit. If Voya has any questions concerning the paperwork, a Customer Service Representative will phone you. If you have any questions about the status of your request, you may call Customer Service at 800-584-6001, Monday through Friday between the hours of 5:00 a.m. PT and 6:00 p.m. PT.

If your withdrawal request is approved, Voya will communicate the details of the withdrawal to Jeanine Keller, City of Portland Deferred Compensation Administrator. If assets are being withdrawn from the Advantis Credit Union, she will direct the Advantis Credit Union to proceed with the withdrawal. If assets are being withdrawn from Voya, Voya will process your withdrawal. If assets are being withdrawn from both parties, you will receive two separate bank transactions, possibly at different times. **If your request is approved, you may not contribute to the Deferred Compensation Plan for six (6) months following the withdrawal.** If your withdrawal request is denied, Voya will communicate with you by phone and letter.

Step 6 Advantis Credit Union will contact you to provide you with their withdrawal form. You must complete the Advantis Credit Union Withdrawal Form and return it to Advantis to complete the withdrawal.

Please note that although the City of Portland, as Plan Sponsor, delegated Voya Retirement Insurance and Annuity Company ("VRIAC") to make the administrative determination as to whether or not your withdrawal request meets the requirements of the Internal Revenue Service, VRIAC can only distribute funds in the Plan for which it acts as the custodian. **What this means to you:** To the extent you have Plan assets held by Advantis Credit Union ("Advantis"), Advantis and not VRIAC serves as the custodian of those funds. VRIAC and Advantis are not affiliated companies. VRIAC does not have any control over payments made by Advantis. Accordingly, once VRIAC makes a determination that your withdrawal request meets all applicable requirements, VRIAC can facilitate the payment of Plan assets held in VRIAC accounts within the Plan. Although VRIAC will notify Jeanine Keller, the City of Portland Deferred Compensation Plan Administrator, that the withdrawal has been administratively approved, VRIAC does not have any control over payments made to you by Advantis.

Customer Service

UNFORESEEABLE EMERGENCY WITHDRAWAL INFORMATION

(DO NOT RETURN THIS FORM TO VOYA.)

As used on this form, the term “Voya”, “Company”, “we”, “us” or “our” refer to VRIAC or VIPS acting as your plan’s funding agent and/or administrative services provider. Contact us for more information.

Listed below are the reasons for which an Unforeseeable Emergency may be granted from your Plan and IRS regulations. Review this information and attach a copy of the acceptable documentation noted below to your Withdrawal Request Form. You may be asked to provide additional information dependent upon the facts and circumstances of your request. ***A Withdrawal Request form not completed fully or received without supporting documentation cannot be approved.***

An “Unforeseeable Emergency” as defined by the IRS	Acceptable Documentation
☐ 1. Loss of your or *(if permitted under the Plan)* your beneficiary’s property due to casualty or caused by fire, flood, theft or other catastrophic loss beyond your control *(including significant water damage to your primary residence not covered by insurance)* caused by natural disaster, and which is extraordinary and unforeseeable.	• All bills and other relevant documentation associated with your or your primary beneficiary’s unforeseen emergency, as indicated below. • The police report filed on your recent accident or theft *(if applicable)*. • Insurance company statement to you indicating the portion of property damage caused by a natural disaster or other casualty which is not covered by insurance. Expenses must be those that are not reimbursable. • Notice from a bank or other financial institution indicating your request for a loan has been denied. • A copy or confirmation of your most recent beneficiary designation made under the Plan, if the financial hardship is with respect or due to your primary beneficiary.
☐ 2. A hardship need arising as a result of a sudden and unexpected illness of you, your spouse, your dependent, and/or if permitted under the Plan, your primary beneficiary, your primary beneficiary’s spouse, or your primary beneficiary’s dependent. Expenses must be those that are not reimbursable and could be tax deductible.	• All bills and other relevant documentation associated with your or your primary beneficiary’s unforeseen emergency, as indicated below. • A doctor’s statement indicating the nature of the illness. • Receipts from a doctor or prescription medicine purchase that are not covered by insurance. Expenses must be for non-cosmetic procedures. Dental-related expenses are allowable if the dentist indicates that this was a medically required procedure. • An insurance company’s statement to you, your spouse, or your dependent *(or, if permitted under the Plan, your primary beneficiary, your primary beneficiary’s spouse, or your primary beneficiary’s dependent (as defined in IRC Section 152 , as modified by Treas. Reg. Section 1/457-6(c)(2)(i))* showing if the claim was approved or denied and indicating the amount of the co pay, deductible and/or other expense(s) that are not reimbursed under your insurance. • A letter from your employer or your spouse’s, dependent’s or the employer of your primary beneficiary, your primary beneficiary’s spouse, or your primary beneficiary’s dependent verifying the amount of lost wages incurred due to certified accident or illness. • Notice from a bank or other financial institution indicating your request for a loan has been denied. • Your or your primary beneficiary’s most recent tax return (e.g., Form 1040) or other legal documentation verifying relationship of dependent, if the financial hardship is with respect or due to your “dependent.” If the person will be a dependent on your next tax return, a notarized affidavit stating such must also be submitted. • A copy or confirmation of your most recent beneficiary designation made under the Plan, if the financial hardship is with respect or due to your primary beneficiary.

☐ 3. Funeral expenses of your spouse, your dependent or your non-dependent adult child or, if permitted under the Plan, your primary beneficiary's spouse, dependent or non-dependent adult child.	• All bills and other relevant documentation associated with your or your primary beneficiary's unforeseen emergency, as indicated below. • Certified proof of death and copies of the funeral or burial expenses incurred by you or your primary beneficiary. Expenses must appear on funeral home letterhead or invoice. • Notice from a bank or other financial institution indicating your request for a loan has been denied. • Your or your primary beneficiary's most recent tax return (e.g., Form 1040) or other legal documentation verifying relationship of dependent, if the financial hardship is with respect or due to your "dependent ." If the person will be a dependent on your next tax return, a notarized affidavit stating such must also be submitted. • A copy or confirmation of your most recent beneficiary designation made under the Plan, if the financial hardship is with respect or due to your primary beneficiary.
☐ 4. Medical expenses, including non-refundable deductibles, as well as the cost of prescription drug medication for you, your spouse, your dependent or, if permitted under the Plan, your primary beneficiary.	• All bills and other relevant documentation associated with your or your primary beneficiary's unforeseen emergency, as indicated below. • Receipts from a doctor or prescription medicine purchase that are not covered by insurance. Expenses must be for non-cosmetic procedures. Dental-related expenses are allowable if the dentist indicates that this was a medically required procedure. • An insurance company's statement to you, your spouse, or your dependent (or, if permitted under the Plan, your primary beneficiary, your primary beneficiary's spouse, or your primary beneficiary's dependent showing if the claim was approved or denied and indicating the amount of the co pay, deductible and/or other expense(s) that are not reimbursed under insurance. • Notice from a bank or other financial institution indicating your or your primary beneficiary's request for a loan has been denied. • Your or your primary beneficiary's most recent tax return (e.g., Form 1040) or other legal documentation verifying relationship of dependent, if the financial hardship is with respect or due to your "dependent." If the person will be a dependent on your next tax return, a notarized affidavit stating such must also be submitted. • A copy or confirmation of your most recent beneficiary designation made under the Plan, if the financial hardship is with respect or due to your primary beneficiary.

☐ 5. To prevent the imminent foreclosure or eviction from your primary residence or, if permitted under the Plan, your primary beneficiary's primary residence.	• All bills and other relevant documentation associated with your or your primary beneficiary's unforeseen emergency, as indicated below.
	  • A notice of pending or recent foreclosure or eviction from your or your primary beneficiary's primary residence, dated within the last 60 days. Notice must be appear on property manager's, mortgage company's or tax assessor's letterhead and state the amount due and due date. Covered expenses include all fees incurred or owed to prevent foreclosure or eviction, including legal counsel and other fees.
	  • A copy or confirmation of your most recent beneficiary designation made under the Plan, if the financial hardship is with respect or due to your primary beneficiary.

The information you provide is strictly confidential. It will be used solely for the purpose of this determination.

TERMS AND CONDITIONS

References to "you" or "your" apply to the Account Holder, an alternate payee or a deceased account holder's beneficiary.

References to "dependent" are as defined in IRC Section 152 , as modified by Treas. Reg. Section 1.457-6(c)(2)(i)).

The Withdrawal Request form will be used to make a determination as to whether your request constitutes an unforeseeable emergency under the Plan, based on all the facts and circumstances of your specific situation. The Plan is administered under the authority of the Internal Revenue Code Section 457. The Internal Revenue Service (IRS) does not allow deferred compensation plans to be treated as a regular savings account. By participating in this Plan, you have been given the opportunity to delay payment of taxes. As a result, the IRS places limits on the timing of distributions from the Plan. These regulations and the terms of the Plan are followed when reviewing your request for an unforeseeable emergency withdrawal.

The IRS pays close attention to "unforeseeable emergency withdrawals". You are therefore urged to consider this request carefully.

Before you submit this request, you must first determine whether other sources of funds can be used to offset the expenses and consider suspension of your current contributions to the Plan. Withdrawals are permitted only to the extent the hardship cannot be relieved: (1) through reimbursement or compensation from insurance or otherwise; (2) by liquidating your assets (to the extent this would not itself cause severe financial hardship); or (3) by stopping deferrals under the Plan. The amount available for distribution is limited to the amount reasonably necessary to satisfy the emergency need (including any amounts necessary to pay federal, state or local income taxes or penalties reasonably anticipated to result from the distribution.)

By signing and submitting this request, I hereby represent that I have exhausted all options to secure funds for the amounts requested including, without limitation, withdrawals and available loans from other retirement plan accounts.

It is important that you understand the tax laws and the Plan only allow "emergency withdrawals" if needed to alleviate a "severe financial hardship" resulting from an "unforeseeable emergency".

The following are not reasons for an unforeseeable emergency withdrawal:

- To buy a new vehicle, appliance, pool, etc.
- To pay for marriage cost for you or your dependents.
- To pay for vehicle repairs, appliance replacement/maintenance.
- To pay for a divorce or separation, divorce settlement, child support.
- To pay for the costs of bankruptcy (except when bankruptcy is a direct result of an unforeseeable illness or casualty.)
- To pay bills that you knowingly incurred but cannot pay such as loans (including personal loans), large credit card debt, vehicle, house or boat payments, even if needed to prevent reposession (except when payment cannot be made as a direct result of an unforeseeable illness, a casualty, or to prevent the imminent foreclosure or eviction from your primary residence).
- To refinance debt.
- To provide for lost wages of a son or daughter of age who maintains a separate residence, unless the child is a qualifying dependent and the lost wages are the result of illness or accident.
- To pay any expenses related to grandchildren unless such children are claimed as a dependent on your most recent tax return.
- To supplement insurance coverage for the sole purpose of replacement of higher quality merchandise/materials
- To cover a loss not covered by insurance because of failure to retain insurance coverage.
- To pay for funeral expenses of anyone that is not your spouse, dependent or a non-dependent adult child or your primary beneficiary.
- To pay for any medical expenses related to an elective surgery, including laser eye surgery.
- To pay income tax, or property tax, back taxes, or fines associated with back taxes.
- To cover wage garnishment.

Consideration for Unforeseeable Emergency Withdrawals will not be made in cases where you had significant control and failed to exercise prudent judgement. Some examples of this would be abuse of credit cards, obligations related to investments, business ventures, gambling debts or any violations of law.

Internal Revenue Code Section 152 – Dependent defined

To be a dependent, a person must be your qualifying child or qualifying relative.

Generally, a person is a qualifying child if that person:

- Is your child, stepchild, foster child, brother, sister, stepbrother, stepsister, or a descendant of any of them,
- Lived with you for more than half of the year,
- Did not provide more than half of his or her own support for the year, and
- Was under age 19 at the end of the year (or was under age 24 at the end of the year and a student) or was any age and permanently and totally disabled.

Generally, a person is your qualifying relative if that person:

- Lives with or is related to you,
- Is supported (generally more that 50%) by you, and
- Is neither your qualifying child nor the qualifying child of anyone else.

The above information summarizes the definition of dependent as it appears in the Internal Revenue Code Section 152. Since the rules are complex and contain many conditions and exceptions not included above, before filling out this paperwork you may wish to consult a professional tax advisor, visit the Internal Revenue Service Web site at www.irs.gov, or call the IRS toll-free customer service line at 1-800-829-1040. TTY/TDD users may call 1-800-829-4059 to ask tax questions.

RESET FORM

UNFORESEEABLE EMERGENCY WITHDRAWAL REQUEST

Voya Retirement Insurance and Annuity Company ("VRIAC")
A member of the Voya® family of companies
PO Box 990063, Hartford, CT 06199-0063

As used on this form, the term "Voya," "Company," "we," "us" or "our" refer to VRIAC acting as your plan's funding agent (for accounts held with Voya) and/or administrative services provider. Contact us for more information.

GOOD ORDER

Good order is receipt by Voya of your request accurately and entirely completed, including any required supporting documentation, to validate your eligibility for this withdrawal. If your request is approved, it will be communicated to the City of Portland Deferred Compensation Administrator.

Paperwork not received in good order, as determined by Voya, the Plan Sponsor, and/or an authorized representative of the Plan may be returned to you for correction and will be processed upon resubmission in good order at our designated locations. If assets are being withdrawn from Advantis, and additional forms/paperwork is required, good order will be determined by Advantis.

1. PLAN INFORMATION *(Please print.)*

Plan Name CITY OF PORTLAND GOVERNMENTAL 457(b) Plan ______ Plan Number 666943

2. ACCOUNT HOLDER INFORMATION

Account Holder Name ______________________ SSN ***(Required)*** ______________

Resident Street Address or PO Box ______________________

City ______________________ State ________ ZIP ______________

Primary Phone ______________________

3. WITHDRAWAL ELECTION

Please refer to your Summary Plan Description or Plan Document for a description of the withdrawal options available to you.

Withdrawal Type

☑ Unforeseeable Emergency *(Additional forms or documentation may be required. Not eligible for Rollover.)*

4. DISTRIBUTION ELECTION

☑ Cash Distribution paid directly to you.

NOTE: Disbursements will only be made payable to the participant, the participant's beneficiary (in the event of a death), or alternate payee (in the event of divorce or separation). A request to pay another party will not be honored.

TO BE COMPLETED BY PARTICIPANT

Please complete all items in (1) and (2) below. If an item does not apply to your request, write "N/A" in the space provided.

(1) City of Portland Governmental 457(b) Plan Account Balance information:

- Advantis Credit Union plan account balance as of _____ / _____ / _________ = $_____________________
- Voya plan account balance as of _____ / _____ / _________ = $_____________________

(2) Amount Requested: Specific Dollar Amount $_____________________**

Dollar amount of withdrawal to be processed from specific Plan provider:

- Dollar amount of withdrawal from Advantis Credit Union plan account $_____________________ (1)
- Dollar amount of withdrawal from Voya plan account $_____________________(1)

(1)Must total Specific Dollar Amount** requested above.

IMPORTANT NOTES:

(1) If the amount available for withdrawal is less than the dollar amount you are requesting *(e.g., due to market fluctuations, etc.)*, the transaction will be processed for the maximum amount available.

(2) If a withdrawal is requested from both Advantis Credit Union and Voya, the withdrawal transactions will be processed separately by each provider, and may not be processed on the same day.

5. TAX WITHHOLDING

Federal Withholding

Regardless of whether or not federal or state income tax is withheld, you are liable for taxes on the taxable portion of the payment. If you do not have a sufficient amount withheld, you may be subject to tax penalties under the Estimated Tax Payment rules. An election made for a single non-recurring distribution applies only to the payment for which it is being made. For recurring payments, your withholding election will remain in effect until it is changed or revoked. You may change or revoke your election at any time prior to a payment being made by submitting IRS form W-4P. U.S. persons having their payment delivered outside the U.S. or its possessions may not make an election of NO withholding. In this case, if you choose no withholding, the default rate will be applied. Non-resident aliens are subject to a mandatory 30% withholding rate unless they are eligible for a reduced rate or exemption under a tax treaty and the required documentation is submitted.

Non-periodic payments – 10% withholding: Non-periodic, non-rollover eligible payments from pensions, annuities, IRA's and life insurance contracts are subject to a flat 10% federal withholding rate unless you choose not to have federal income tax withheld. These include for example, required minimum distributions, hardship withdrawals, and distributions from IRA's that are payable on demand. You can choose not to have withholding applied to your non-periodic distribution by checking the applicable box below. You may also elect withholding in excess of the flat 10% rate.

Federal Withholding Instructions:

☐ **DO NOT** withhold any federal income tax unless mandated by law

☐ **DO** withhold federal taxes

Additional amount you want withheld from your payment(s) $_______________ or ______% *(Note: This amount is in addition to the standard federal withholding rate applicable to your distribution.)*

State Withholding Instructions:

Resident state for tax purposes: ______________________________ *(If your current physical and/or mailing address is outside of your state of legal residence for tax purposes, please enter your tax state here. If no U.S. state or territory is on record and one is not specified, we will presume this income is not reportable to any U.S. state or territory.)*

☐ **DO NOT** withhold any state income tax unless mandated by law.

☐ **DO** withhold state taxes in the amount of $________________ or ______% ***(If you make this election, a dollar amount or percentage must be specified and cannot be less than any required withholding.)***

If you do not make an election or if your state requires a greater amount of withholding, we will withhold at the rate specified by your state of residence for the type of payment you are receiving. In some cases, your state specific withholding election form is required to opt out of withholding or to choose a rate other than the state's default rate. Refer to the attached State Income Tax Withholding Notification and/or your State Department of Taxation for details.

6. DELIVERY OPTIONS

Advantis Credit Union Plan Investment Withdrawals

Withdrawal requested in cash from my plan investment account with Advantis Credit Union will be deposited directly into my personal Advantis Credit Union account. Please indicate the type of personal account you hold with Advantis Credit Union that you wish your deposit be made to.

☐ Checking ☐ Savings

Voya Plan Investment Withdrawals

If you decide to have a withdrawal deposited directly into your bank account you need to complete the information below, and by doing so you authorize Voya to initiate an electronic funds transfer (EFT). The electronic deposit is immediately available for use once the transfer is completed. The Company does not charge you for this service; the payment is typically completed within 3-4 business days.

Please verify the correct ABA routing number with your bank. If the electronic deposit cannot be completed using the information provided below, we will issue and mail a check to the Account Holder.

The EFT information must be clear and complete. If we are unable to read the instructions, in order to expedite the request, the payment will be made by check.

☐ Withdrawal will be mailed through regular U.S. mail.

☐ Withdrawal requested in cash will be deposited directly into my bank account.

ABA Routing # *(9 digits, verify with your bank)* ______________________________________

Bank Account # ____

7. WHO EXPERIENCED THE UNFORESEEABLE EMERGENCY *(Required)*

Indicate who experienced the unforeseeable emergency for which this request is being made.

☐ Account Holder

☐ Account Holder's Spouse. Complete the following information with respect to the spouse:

Name ______________________________

☐ Account Holder's Dependent (as defined in IRC Section 152, as modified by Treas. Reg. Section 1.457-6(c)(2)(i)) or a non-dependent child. Complete the following information. **Note:** If you list a nondependent adult child, the reason for the unforeseeable emergency must only be attributable to funeral expenses of that nondependent adult child. You must provide a copy of your most recent tax return (e.g. Form 1040) or other legal documentation verifying relationship of dependent (not required if reason for unforeseeable emergency is the date of a nondependent adult child).

Name ______________________ Date of Birth ____________ Relationship ____________

☐ Account Holder's Primary Beneficiary, if permitted under the Plan. Complete the following information with respect to the beneficiary.

Note: You must provide a copy of your most recent beneficiary designation *(or a confirmation thereof)*.

Name ______________________________

8. REASON FOR THE UNFORESEEABLE EMERGENCY *(Required)*

Note: Requests received without supporting documentation as listed in the Withdrawal Information cannot be approved.

☐ Severe financial hardship resulting from an illness or accident

Describe illness or accident: ______________________________

☐ Loss of your property due to casualty

Identify property: ______________________________

☐ Medical expenses, including non-refundable deductibles, as well as the cost of prescription drug medication

Describe medical condition ______________________________

☐ Other similar extraordinary and unforeseeable circumstances arising as a result of events beyond your control.

Describe the circumstances ______________________________

____

____

____

9. EXPENSES DIRECTLY RELATED TO THE UNFORESEEABLE EMERGENCY *(Required)*

Please list the expenses directly related to the unforeseen event, which you are legally obligated to pay and are not subject to reimbursement or other compensation through insurance. Monthly recurring expenses are not to be included. The IRS does not allow the approval of funds to "pay off" credit or tax obligations, therefore, such obligations cannot be stated. Attach a copy of each bill.

Note: Requests received without supporting documentation as listed in the Withdrawal Information cannot be approved.

Description	Account
	$
	$
	$
	$

10. FINANCIAL RESOURCES

Each question must be completed. Use 0 or N/A if the question or statement does not apply to you.

1. Your monthly income Gross $__________ Net *(after all deductions)* $__________
2. Your Spouse's monthly income Gross $__________ Net *(after all deductions)* $__________
3. Monthly income from other sources. Total Amount $__________
   Examples include rental property income, child support, alimony, disability income and all other sources of income not previously identified.
4. Checking and Savings Accounts:

Institution	Balance
	$
	$
	$

5. Have you already withdrawn sums from your checking or savings accounts to relieve this financial hardship? ☐ Yes ☐ No
   If "Yes," please give the amounts:__________
   If "No," please explain. __________
6. Other Investments/Assets *(Principal residence need not be included.):*

Investment/Asset	Current Value
Individual Retirement Accounts or IRAs	$
Mutual funds, stocks, or bonds (including U.S. Savings Bonds)	$
Other investments or assets not previously identified	$

7. Have you already liquidated any investment/assets to relieve this financial hardship? ☐ Yes ☐ No
   If "Yes," please indicate the amount received: $__________
   If "No," please explain. __________
8. Estimated Monthly Expenses:

Rent or Mortgage	$	Medical Bills	$
2nd Mortgage or Line of Credit	$	Tuition or Student Loans	$
Food and Clothing	$	Insurance	$
Utilities	$	Installment Loan	$
Alimony/Child Support	$	Transportation	$
Child Dependent Care	$	Other	$

9. Credit Cards and Charge Accounts:

Store or Bank	Credit Limit	Balance	Minimum Monthly Payment
	$	$	$
	$	$	$
	$	$	$

11. UNFORESEEABLE EMERGENCY STATEMENT *(Required)*

Each question must be completed. Use 0 or N/A if the question or statement does not apply to you.

1. Have you attempted to secure a loan from a financial institution to relieve your financial hardship?
   ☐ Yes If "Yes," please indicate the amount received. $__________
   ☐ No If "No," please explain. __________
   A loan denial from a financial institution must be attached to this Request in order to be considered, unless an exception applies. A loan denial is not necessary (1) if a bankruptcy has been discharged against you within the previous 24 months; but verification of bankruptcy must be provided; or (2) your financial circumstances are so extreme that it would be impracticable to wait for a loan application determination.

11. UNFORESEEABLE EMERGENCY STATEMENT *(Required) (Continued)*

2. Have you filed an insurance claim in order to relieve your financial hardship?

   ☐ Yes   If "Yes," please indicate the amount received. $________________________

   ☐ No   If "No," please explain. ____

3. Have you stopped making contributions to your Deferred Compensation Plan to relieve your financial hardship?

   ☐ Yes   ☐ No   If "No," please explain. ____

   NOTE: If your application for an Unforeseeable Emergency Withdrawal is approved, you may not contribute to the Deferred Compensation Plan for six (6) months following the withdrawal.

12. ACCOUNT HOLDER AUTHORIZED SIGNATURE AND TAX WITHHOLDING CERTIFICATION

Under penalties of perjury, I declare that I have examined the tax withholding for state and federal purposes and to the best of my knowledge and belief it is true, correct and complete, including state and federal opt out elections, as applicable.

I declare that, to the best of my belief, the information on this form is true, correct and complete. It is understood that the furnishing of this form by the Company does not constitute an admission that there is any benefit due to me.

The Account Holder must sign and date this section. (If signature or date is missing, this request will not be processed.)

Unless otherwise indicated as a reason for withdrawal I, the Account Holder, certify that there is no pending Qualified Domestic Relations Order (QDRO/DRO), court judgement, decree or order relating to the provision of child support, alimony, or marital property rights to a spouse, former spouse, child or other dependent with respect to the requested withdrawal amount.

U.S. TAXPAYER CERTIFICATIONS

Under penalties of perjury, I certify that:

1. The Taxpayer Identification Number that appears on this form is correct,

2. I am not subject to backup withholding due to failure to report interest and dividend income[1], and

3. I am a U.S. person

[1]If you are subject to back-up withholding, you must strike through statement number 2.

NON-RESIDENT ALIEN STATUS

If you are a Non-Resident Alien, please check the box and provide your country of residence below.

☐ Under penalties of perjury, I certify that I am a Non-Resident Alien and my country of residence is ______________________ .

The amount paid to you will be subject to 30% withholding, unless you submit an IRS Form W-8, and are entitled to claim a reduced rate of withholding under the applicable U.S. tax treaty.

Note: If you are a Non-Resident Alien with a U.S. address claiming treaty benefits on your Form W-8, please include a letter of explanation for the reason you have a U.S. address along with supporting documentation such as a copy of a passport or other government ID issued by your foreign country of residence.

I certify that I have received and understand the Special Tax Notice and, if applicable, waive the 30 day notice requirement.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications *(in bold above)* required to avoid backup withholding.

Account Holder Signature ____

Account Holder SSN ***(Required)*** ______________________ Date ***(Required)*** *(mm/dd/yyyy)* ________________

Please write "UEFORM-666943" and your Social Security number on each piece of paper you mail or fax. Mail or fax the completed Withdrawal Request form and supporting documentation to:

Voya
PO Box 990063 **OR** Fax: 800-643-8143
Hartford, CT 06199-0063

STATE INCOME TAX WITHHOLDING NOTIFICATION
401, 403(b), 408 and Governmental 457 Plan Distribution

NOTIFICATION

If you are a resident of Arkansas, California, Connecticut, Delaware, District of Columbia, Georgia, Iowa, Kansas, Maine, Maryland[1], Massachusetts, Michigan, Nebraska[2], North Carolina[3], Oklahoma, Oregon, Vermont, or Virginia[1], your state requires state income tax withholding on the taxable portion of your distribution from your 401, 403(b), 408 Individual Retirement or Governmental 457 Plan. This state income tax withholding is in addition to the mandatory 20% (or, in some cases, 10%) federal income tax withholding. Please note, when a state cost basis differs from federal, the federal cost basis will be used in determining taxability for state income tax withholding purposes.

- If you are a resident of **California** or **Oregon** state income tax withholding will be calculated **unless** you elect "out" of state income tax withholding.
- If you are a resident of **Arkansas**, **North Carolina**[3] or **Vermont**, state withholding will be automatically calculated when federal income tax withholding applies. If you do not elect "out" of 10% federal income tax withholding, you can still choose to elect out of state withholding. Requesting North Carolina withholding over mandatory amounts requires their Form NC-4P, Withholding Certificate for Pension or Annuity Payments.
- If you are a resident of **Iowa**, **Maine**, **Massachusetts**, **Nebraska**[2], or **Oklahoma**, state income tax withholding will be automatically calculated as these states do not allow an election "out" of state income tax withholding when federal income tax withholding applies.
- If you are a resident of **Delaware**, **Kansas** or **Maryland**[1] and are subject to mandatory 20% federal income tax withholding, state income tax withholding will be automatically calculated. State withholding is not required when 10% federal income tax withholding applies.
- If you are a resident of **Virginia**[1] or **Michigan**, state income tax withholding will be calculated automatically **unless** you meet certain criteria and claim an exemption from withholding. To claim an exemption or to request withholding over mandatory amounts, complete Form VA-4P for Virginia or Form MI-W4P for Michigan, and return the appropriate form to us with, and to the same designated location as, your Withdrawal Request.
- If you are a resident of the **District of Columbia** and are receiving a total distribution of your account balance, state income tax withholding will be automatically calculated. State withholding is not required for partial distributions.
- If you are a resident of **Georgia** and are receiving periodic payments, state income tax withholding will be automatically calculated unless you elect out.
- If you are a resident of **Connecticut** and are receiving partial non-periodic payments, state income tax withholding will be taken at the highest marginal rate unless you claim exemption from withholding and/or request additional withholding by completing Form CT-W4P. If you are receiving a total payment of your account balance, state income tax withholding will be taken at the highest marginal rate unless you request additional withholding by completing Form CT-W4P. You cannot claim exemption from withholding for a total payment. If you are receiving a periodic payment, state income tax withholding will be taken at the highest marginal rate unless you complete Form CT-W4P. Form CT-W4P must be returned to us with, and to the same designated location as, your Withdrawal Request.

[1]Maryland and Virginia state income tax withholding is not required for distributions from 408 Plans.

[2]Nebraska state income tax withholding is not required for premature distributions from 408 Plans.

[3]North Carolina does not apply to distributions from NC state and local government or federal retirement systems for those vested as of 8/12/89.

KEEP A COPY FOR YOUR RECORDS

SPECIAL TAX NOTICE
REGARDING PAYMENTS FROM AN ACCOUNT OTHER THAN A DESIGNATED ROTH ACCOUNT

Voya Retirement Insurance and Annuity Company ("VRIAC")
Voya Institutional Plan Services, LLC ("VIPS")
Members of the Voya® family of companies
PO Box 990063
Hartford, CT 06199-0063

YOUR ROLLOVER OPTIONS

You are receiving this notice because all or a portion of a payment you are receiving is eligible to be rolled over to an IRA or an employer plan. This notice is intended to help you decide whether to do a rollover.

This notice describes the rollover rules that apply to payments from the Plan that are not from a designated Roth account (a type of account with special tax rules in some employer plans). If you also receive a payment from a designated Roth account in the Plan, you will be provided a different notice for that payment, and the Plan administrator or the payor will tell you the amount that is being paid from each account.

Rules that apply to most payments from a plan are described in the "General Information About Rollovers" section. Special rules that only apply in certain circumstances are described in the "Special Rules and Options" section.

GENERAL INFORMATION ABOUT ROLLOVERS

How can a rollover affect my taxes?

You will be taxed on a payment from the Plan if you do not roll it over. If you are under age 59½ and do not do a rollover, you will also have to pay a 10% additional income tax on early distributions (generally, distributions made before age 59½), unless an exception applies. However, if you do a rollover, you will not have to pay tax until you receive payments later and the 10% additional income tax will not apply if those payments are made after you are age 59½ (or if an exception applies).

What types of retirement accounts and plans may accept my rollover?

You may roll over the payment to either an IRA (an individual retirement account or individual retirement annuity) or an employer plan (a tax-qualified plan, section 403(b) plan, or governmental section 457(b) plan) that will accept the rollover. The rules of the IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment from the IRA or employer plan (for example, no spousal consent rules apply to IRAs and IRAs may not provide loans). Further, the amount rolled over will become subject to the tax rules that apply to the IRA or employer plan.

How do I do a rollover?

There are two ways to do a rollover. You can do either a direct rollover or a 60-day rollover.

If you do a direct rollover, the Plan will make the payment directly to your IRA or an employer plan. You should contact the IRA sponsor or the administrator of the employer plan for information on how to do a direct rollover.

If you do not do a direct rollover, you may still do a rollover by making a deposit into an IRA or eligible employer plan that will accept it. Generally, you will have 60 days after you receive the payment to make the deposit. If you do not do a direct rollover, the Plan is required to withhold 20% of the payment for federal income taxes (up to the amount of cash and property received other than employer stock). This means that, in order to roll over the entire payment in a 60-day rollover, you must use other funds to make up for the 20% withheld. If you do not roll over the entire amount of the payment, the portion not rolled over will be taxed and will be subject to the 10% additional income tax on early distributions if you are under age 59½ (unless an exception applies).

How much may I roll over?

If you wish to do a rollover, you may roll over all or part of the amount eligible for rollover. Any payment from the Plan is eligible for rollover, except:

- Certain payments spread over a period of at least 10 years or over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary);
- Required minimum distributions after age 70½ (or after death);
- Hardship distributions;
- ESOP dividends;
- Corrective distributions of contributions that exceed tax law limitations;
- Loans treated as deemed distributions (for example, loans in default due to missed payments before your employment ends);
- Cost of life insurance paid by the Plan;
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution; and
- Amounts treated as distributed because of a prohibited allocation of S corporation stock under an ESOP (also, there will generally be adverse tax consequences if you roll over a distribution of S corporation stock to an IRA).

The Plan administrator or the payor can tell you what portion of a payment is eligible for rollover.

GENERAL INFORMATION ABOUT ROLLOVERS *(Continued)*

If I don't do a rollover, will I have to pay the 10% additional income tax on early distributions?

If you are under age 59½, you will have to pay the 10% additional income tax on early distributions for any payment from the Plan (including amounts withheld for income tax) that you do not roll over, unless one of the exceptions listed below applies. This tax applies to the part of the distribution that you must include in income and is in addition to the regular income tax on the payment not rolled over.

The 10% additional income tax does not apply to the following payments from the Plan:

- Payments made after you separate from service if you will be at least age 55 in the year of the separation;
- Payments that start after you separate from service if paid at least annually in equal or close to equal amounts over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary);
- Payments from a governmental plan made after you separate from service if you are a qualified public safety employee and you will be at least age 50 in the year of the separation;
- Payments made due to disability;
- Payments after your death;
- Payments of ESOP dividends;
- Corrective distributions of contributions that exceed tax law limitations;
- Cost of life insurance paid by the Plan;
- Payments made directly to the government to satisfy a federal tax levy;
- Payments made under a qualified domestic relations order (QDRO);
- Payments up to the amount of your deductible medical expenses (without regard to whether you itemize deductions for the taxable year);
- Certain payments made while you are on active duty if you were a member of a reserve component called to duty after September 11, 2001 for more than 179 days;
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution;
- Payments for certain distributions relating to certain federally declared disasters; and
- Phased retirement payments made to federal employees.

If I do a rollover to an IRA, will the 10% additional income tax apply to early distributions from the IRA?

If you receive a payment from an IRA when you are under age 59½, you will have to pay the 10% additional income tax on early distributions on the part of the distribution that you must include in income, unless an exception applies. In general, the exceptions to the 10% additional income tax for early distributions from an IRA are the same as the exceptions listed above for early distributions from a plan. However, there are a few differences for payments from an IRA, including:

- The exception for payments made after you separate from service if you will be at least age 55 in the year of the separation (or age 50 for qualified public safety employees) does not apply.
- The exception for qualified domestic relations orders (QDROs) does not apply (although a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to an IRA of a spouse or former spouse).
- The exception for payments made at least annually in equal or close to equal amounts over a specified period applies without regard to whether you have had a separation from service.
- There are additional exceptions for (1) payments for qualified higher education expenses, (2) payments up to $10,000 used in a qualified first-time home purchase, and (3) payments for health insurance premiums after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

Will I owe State income taxes?

This notice does not describe any State or local income tax rules (including withholding rules).

SPECIAL RULES AND OPTIONS

If your payment includes after-tax contributions

After-tax contributions included in a payment are not taxed. If a payment is only part of your benefit, an allocable portion of your after-tax contributions is included in the payment, so you cannot take a payment of only after-tax contributions. However, if you have pre-1987 after-tax contributions maintained in a separate account, a special rule may apply to determine whether the after-tax contributions are included in a payment. In addition, special rules apply when you do a rollover, as described below.

You may roll over to an IRA a payment that includes after-tax contributions through either a direct rollover or a 60-day rollover. You must keep track of the aggregate amount of the after-tax contributions in all of your IRAs (in order to determine your taxable income for later payments from the IRAs). If you do a direct rollover of only a portion of the amount paid from the Plan and at the same time the rest is paid to you, the portion directly rolled over consists first of the amount that would be taxable if not rolled over. For example, assume you are receiving a distribution of $12,000, of which $2,000 is after-tax contributions. In this case, if you directly roll over $10,000 to an IRA that is not a Roth IRA, no amount is taxable because the $2,000 amount not directly rolled over is treated as being after-tax contributions. If you do a direct rollover of the entire amount paid from the Plan to two or more destinations at the same time, you can choose which destination receives the after-tax contributions.

SPECIAL RULES AND OPTIONS *(Continued)*

If you do a 60-day rollover to an IRA of only a portion of a payment made to you, the after-tax contributions are treated as rolled over last. For example, assume you are receiving a distribution of $12,000, of which $2,000 is after-tax contributions, and no part of the distribution is directly rolled over. In this case, if you roll over $10,000 to an IRA that is not a Roth IRA in a 60-day rollover, no amount is taxable because the $2,000 amount not rolled over is treated as being after-tax contributions.

You may roll over to an employer plan all of a payment that includes after-tax contributions, but only through a direct rollover (and only if the receiving plan separately accounts for after-tax contributions and is not a governmental section 457(b) plan). You can do a 60-day rollover to an employer plan of part of a payment that includes after-tax contributions, but only up to the amount of the payment that would be taxable if not rolled over.

If you miss the 60-day rollover deadline

Generally, the 60-day rollover deadline cannot be extended. However, the IRS has the limited authority to waive the deadline under certain extraordinary circumstances, such as when external events prevented you from completing the rollover by the 60-day rollover deadline. Under certain circumstances, you may claim eligibility for a waiver of the 60-day rollover deadline by making a written self-certification. Otherwise, to apply for a waiver from the IRS, you must file a private letter ruling request with the IRS. Private letter ruling requests require the payment of a nonrefundable user fee. For more information, see IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*.

If your payment includes employer stock that you do not roll over

If you do not do a rollover, you can apply a special rule to payments of employer stock (or other employer securities) that are either attributable to after-tax contributions or paid in a lump sum after separation from service (or after age 59½, disability, or the participant's death). Under the special rule, the net unrealized appreciation on the stock will not be taxed when distributed from the Plan and will be taxed at capital gain rates when you sell the stock. Net unrealized appreciation is generally the increase in the value of employer stock after it was acquired by the Plan. If you do a rollover for a payment that includes employer stock (for example, by selling the stock and rolling over the proceeds within 60 days of the payment), the special rule relating to the distributed employer stock will not apply to any subsequent payments from the IRA or employer plan. The Plan administrator can tell you the amount of any net unrealized appreciation.

If you have an outstanding loan that is being offset

If you have an outstanding loan from the Plan, your Plan benefit may be offset by the outstanding amount of the loan, typically when your employment ends. The offset amount is treated as a distribution to you at the time of the offset. Generally, you may roll over all or any portion of the offset amount. Any offset amount that is not rolled over will be taxed (including the 10% additional income tax on early distributions, unless an exception applies). You may roll over offset amounts to an IRA or an employer plan (if the terms of the employer plan permit the plan to receive plan loan offset rollovers).

How long you have to complete the rollover depends on what kind of plan loan offset you have. If you have a qualified plan loan offset, you will have until your tax return due date (including extensions) for the tax year during which the offset occurs to complete your rollover. A qualified plan loan offset occurs when a plan loan in good standing is offset because your employer plan terminates, or because you sever from employment. If your plan loan offset occurs for any other reason, then you have 60 days from the date the offset occurs to complete your rollover.

If you were born on or before January 1, 1936

If you were born on or before January 1, 1936 and receive a lump sum distribution that you do not roll over, special rules for calculating the amount of the tax on the payment might apply to you. For more information, see IRS Publication 575, *Pension and Annuity Income*.

If your payment is from a governmental section 457(b) plan

If the Plan is a governmental section 457(b) plan, the same rules described elsewhere in this notice generally apply, allowing you to roll over the payment to an IRA or an employer plan that accepts rollovers. One difference is that, if you do not do a rollover, you will not have to pay the 10% additional income tax on early distributions from the Plan even if you are under age 59½ (unless the payment is from a separate account holding rollover contributions that were made to the Plan from a tax-qualified plan, a section 403(b) plan, or an IRA). However, if you do a rollover to an IRA or to an employer plan that is not a governmental section 457(b) plan, a later distribution made before age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies). Other differences include that you cannot do a rollover if the payment is due to an "unforeseeable emergency" and the special rules under "If your payment includes employer stock that you do not roll over" and "If you were born on or before January 1, 1936" do not apply.

If you are an eligible retired public safety officer and your payment is used to pay for health coverage or qualified long-term care insurance

If the Plan is a governmental plan, you retired as a public safety officer, and your retirement was by reason of disability or was after normal retirement age, you can exclude from your taxable income Plan payments paid directly as premiums to an accident or health plan (or a qualified long-term care insurance contract) that your employer maintains for you, your spouse, or your dependents, up to a maximum of $3,000 annually. For this purpose, a public safety officer is a law enforcement officer, firefighter, chaplain, or member of a rescue squad or ambulance crew.

If you roll over your payment to a Roth IRA

If you roll over a payment from the Plan to a Roth IRA, a special rule applies under which the amount of the payment rolled over (reduced by any after-tax amounts) will be taxed. However, the 10% additional income tax on early distributions will not apply (unless you take the amount rolled over out of the Roth IRA within 5 years, counting from January 1 of the year of the rollover).

If you roll over the payment to a Roth IRA, later payments from the Roth IRA that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a Roth IRA is a payment made after you are age 59½ (or after your death or disability, or as a qualified first-time homebuyer distribution of up to $10,000) and after you have had a Roth IRA for at least 5 years. In applying this 5-year rule, you count from January 1 of the year for which your first contribution was made to a Roth IRA. Payments from the Roth IRA that are not qualified distributions will be taxed to the extent of earnings after the rollover, including the 10% additional income tax on early distributions (unless an exception applies). You do not have to take required minimum distributions from a Roth IRA during your lifetime. For more information, see IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs),* and IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs).*

If you do a rollover to a designated Roth account in the Plan

You cannot roll over a distribution to a designated Roth account in another employer's plan. However, you can roll the distribution over into a designated Roth account in the distributing Plan. If you roll over a payment from the Plan to a designated Roth account in the Plan, the amount of the payment rolled over (reduced by any after-tax amounts directly rolled over) will be taxed. However, the 10% additional tax on early distributions will not apply (unless you take the amount rolled over out of the designated Roth account within the 5-year period that begins on January 1 of the year of the rollover).

If you roll over the payment to a designated Roth account in the Plan, later payments from the designated Roth account that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a designated Roth account is a payment made both after you are age 59½ (or after your death or disability) and after you have had a designated Roth account in the Plan for at least 5 years. In applying this 5-year rule, you count from January 1 of the year your first contribution was made to the designated Roth account. However, if you made a direct rollover to a designated Roth account in the Plan from a designated Roth account in a plan of another employer, the 5-year period begins on January 1 of the year you made the first contribution to the designated Roth account in the Plan or, if earlier, to the designated Roth account in the plan of the other employer. Payments from the designated Roth account that are not qualified distributions will be taxed to the extent of earnings after the rollover, including the 10% additional income tax on early distributions (unless an exception applies).

If you are not a Plan participant

Payments after death of the participant. If you receive a distribution after the participant's death that you do not roll over, the distribution will generally be taxed in the same manner described elsewhere in this notice. However, the 10% additional income tax on early distributions and the special rules for public safety officers do not apply, and the special rule described under the section "If you were born on or before January 1, 1936" applies only if the participant was born on or before January 1, 1936.

If you are a surviving spouse. If you receive a payment from the Plan as the surviving spouse of a deceased participant, you have the same rollover options that the participant would have had, as described elsewhere in this notice. In addition, if you choose to do a rollover to an IRA, you may treat the IRA as your own or as an inherited IRA.

An IRA you treat as your own is treated like any other IRA of yours, so that payments made to you before you are age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies) and required minimum distributions from your IRA do not have to start until after you are age 70½.

If you treat the IRA as an inherited IRA, payments from the IRA will not be subject to the 10% additional income tax on early distributions. However, if the participant had started taking required minimum distributions, you will have to receive required minimum distributions from the inherited IRA. If the participant had not started taking required minimum distributions from the Plan, you will not have to start receiving required minimum distributions from the inherited IRA until the year the participant would have been age 70½.

If you are a surviving beneficiary other than a spouse. If you receive a payment from the Plan because of the participant's death and you are a designated beneficiary other than a surviving spouse, the only rollover option you have is to do a direct rollover to an inherited IRA. Payments from the inherited IRA will not be subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited IRA.

Payments under a qualified domestic relations order. If you are the spouse or former spouse of the participant who receives a payment from the Plan under a qualified domestic relations order (QDRO), you generally have the same options and the same tax treatment that the participant would have (for example, you may roll over the payment to your own IRA or an eligible employer plan that will accept it). However, payments under the QDRO will not be subject to the 10% additional income tax on early distributions.

If you are a nonresident alien

If you are a nonresident alien and you do not do a direct rollover to a U.S. IRA or U.S. employer plan, instead of withholding 20%, the Plan is generally required to withhold 30% of the payment for federal income taxes. If the amount withheld exceeds the amount of tax you owe (as may happen if you do a 60-day rollover), you may request an income tax refund by filing Form 1040NR and attaching your Form 1042-S. See Form W-8BEN for claiming that you are entitled to a reduced rate of withholding under an income tax treaty. For more information, see also IRS Publication 519, *U.S. Tax Guide for Aliens,* and IRS Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities.*

Other special rules

If a payment is one in a series of payments for less than 10 years, your choice whether to make a direct rollover will apply to all later payments in the series (unless you make a different choice for later payments).

If your payments for the year are less than $200 (not including payments from a designated Roth account in the Plan), the Plan is not required to allow you to do a direct rollover and is not required to withhold federal income taxes. However, you may do a 60-day rollover.

Unless you elect otherwise, a mandatory cashout of more than $1,000 (not including payments from a designated Roth account in the Plan) will be directly rolled over to an IRA chosen by the Plan administrator or the payor. A mandatory cashout is a payment from a plan to a participant made before age 62 (or normal retirement age, if later) and without consent, where the participant's benefit does not exceed $5,000 (not including any amounts held under the plan as a result of a prior rollover made to the plan).

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information on special rollover rights related to the U.S. Armed Forces, see IRS Publication 3, *Armed Forces' Tax Guide*. You also may have special rollover rights if you were affected by a federally declared disaster (or similar event), or if you received a distribution on account of a disaster. For more information on special rollover rights related to disaster relief, see the IRS website at www.irs.gov.

FOR MORE INFORMATION

You may wish to consult with the Plan administrator or payor, or a professional tax advisor, before taking a payment from the Plan. Also, you can find more detailed information on the federal tax treatment of payments from employer plans in: IRS Publication 575, *Pension and Annuity Income*; IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*; IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs)*; and IRS Publication 571, *Tax-Sheltered Annuity Plans (403(b) Plans)*. These publications are available from a local IRS office, on the web at www.irs.gov, or by calling 1-800-TAX-FORM.

SPECIAL TAX NOTICE
REGARDING PAYMENTS FROM A DESIGNATED ROTH ACCOUNT

Voya Retirement Insurance and Annuity Company (“VRIAC”)
Voya Institutional Plan Services, LLC (“VIPS”)
Members of the Voya® family of companies
PO Box 990063
Hartford, CT 06199-0063

YOUR ROLLOVER OPTIONS

You are receiving this notice because all or a portion of a payment you are receiving is eligible to be rolled over to a Roth IRA or designated Roth account in an employer plan. This notice is intended to help you decide whether to do a rollover.

This notice describes the rollover rules that apply to payments from the Plan that are from a designated Roth account. If you also receive a payment from the Plan that is not from a designated Roth account, you will be provided a different notice for that payment, and the Plan administrator or the payor will tell you the amount that is being paid from each account.

Rules that apply to most payments from a designated Roth account are described in the “General Information About Rollovers” section. Special rules that only apply in certain circumstances are described in the “Special Rules and Options” section.

GENERAL INFORMATION ABOUT ROLLOVERS

How can a rollover affect my taxes?

After-tax contributions included in a payment from a designated Roth account are not taxed, but earnings might be taxed. The tax treatment of earnings included in the payment depends on whether the payment is a qualified distribution. If a payment is only part of your designated Roth account, the payment will include an allocable portion of the earnings in your designated Roth account.

If the payment from the Plan is not a qualified distribution and you do not do a rollover to a Roth IRA or a designated Roth account in an employer plan, you will be taxed on the earnings in the payment. If you are under age 59½, a 10% additional income tax on early distributions (generally, distributions made before age 59½) will also apply to the earnings (unless an exception applies). However, if you do a rollover, you will not have to pay taxes currently on the earnings and you will not have to pay taxes later on payments that are qualified distributions.

If the payment from the Plan is a qualified distribution, you will not be taxed on any part of the payment even if you do not do a rollover. If you do a rollover, you will not be taxed on the amount you roll over and any earnings on the amount you roll over will not be taxed if paid later in a qualified distribution.

A qualified distribution from a designated Roth account in the Plan is a payment made after you are age 59½ (or after your death or disability) and after you have had a designated Roth account in the Plan for at least 5 years. In applying the 5-year rule, you count from January 1 of the year your first contribution was made to the designated Roth account. However, if you did a direct rollover to a designated Roth account in the Plan from a designated Roth account in another employer plan, your participation will count from January 1 of the year your first contribution was made to the designated Roth account in the Plan or, if earlier, to the designated Roth account in the other employer plan.

What types of retirement accounts and plans may accept my rollover?

You may roll over the payment to either a Roth IRA (a Roth individual retirement account or Roth individual retirement annuity) or a designated Roth account in an employer plan (a tax-qualified plan, section 403(b) plan, or governmental section 457 plan) that will accept the rollover. The rules of the Roth IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment from the Roth IRA or employer plan (for example, no spousal consent rules apply to Roth IRAs and Roth IRAs may not provide loans). Further, the amount rolled over will become subject to the tax rules that apply to the Roth IRA or the designated Roth account in the employer plan. In general, these tax rules are similar to those described elsewhere in this notice, but differences include:

- If you do a rollover to a Roth IRA, all of your Roth IRAs will be considered for purposes of determining whether you have satisfied the 5-year rule (counting from January 1 of the year for which your first contribution was made to any of your Roth IRAs).
- If you do a rollover to a Roth IRA, you will not be required to take a distribution from the Roth IRA during your lifetime and you must keep track of the aggregate amount of the after-tax contributions in all of your Roth IRAs (in order to determine your taxable income for later Roth IRA payments that are not qualified distributions).
- Eligible rollover distributions from a Roth IRA can only be rolled over to another Roth IRA.

How do I do a rollover?

There are two ways to do a rollover. You can either do a direct rollover or a 60-day rollover.

If you do a direct rollover, the Plan will make the payment directly to your Roth IRA or designated Roth account in an employer plan. You should contact the Roth IRA sponsor or the administrator of the employer plan for information on how to do a direct rollover.

If you do not do a direct rollover, you may still do a rollover by making a deposit (generally within 60 days) into a Roth IRA, whether the payment is a qualified or nonqualified distribution. In addition, you can do a rollover by making a deposit within 60 days into a designated Roth account in an employer plan if the payment is a nonqualified distribution and the rollover does not exceed the amount of the

GENERAL INFORMATION ABOUT ROLLOVERS *(Continued)*

earnings in the payment. You cannot do a 60-day rollover to an employer plan of any part of a qualified distribution. If you receive a distribution that is a nonqualified distribution and you do not roll over an amount at least equal to the earnings allocable to the distribution, you will be taxed on the amount of those earnings not rolled over, including the 10% additional income tax on early distributions if you are under age 59½ (unless an exception applies).

If you do a direct rollover of only a portion of the amount paid from the Plan and a portion is paid to you at the same time, the portion directly rolled over consists first of earnings.

If you do not do a direct rollover and the payment is not a qualified distribution, the Plan is required to withhold 20% of the earnings for federal income taxes (up to the amount of cash and property received other than employer stock). This means that, in order to roll over the entire payment in a 60-day rollover to a Roth IRA, you must use other funds to make up for the 20% withheld.

How much may I roll over?

If you wish to do a rollover, you may roll over all or part of the amount eligible for rollover. Any payment from the Plan is eligible for rollover, except:

- Certain payments spread over a period of at least 10 years or over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary);
- Required minimum distributions after age 70½ (or after death);
- Hardship distributions;
- ESOP dividends;
- Corrective distributions of contributions that exceed tax law limitations;
- Loans treated as deemed distributions (for example, loans in default due to missed payments before your employment ends);
- Cost of life insurance paid by the Plan;
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution; and
- Amounts treated as distributed because of a prohibited allocation of S corporation stock under an ESOP (also, there will generally be adverse tax consequences if S corporation stock is held by an IRA).

The Plan administrator or the payor can tell you what portion of a payment is eligible for rollover.

If I don't do a rollover, will I have to pay the 10% additional income tax on early distributions?

If a payment is not a qualified distribution and you are under age 59½, you will have to pay the 10% additional income tax on early distributions with respect to the earnings allocated to the payment that you do not roll over (including amounts withheld for income tax), unless one of the exceptions listed below applies. This tax is in addition to the regular income tax on the earnings not rolled over.

The 10% additional income tax does not apply to the following payments from the Plan:

- Payments made after you separate from service if you will be at least age 55 in the year of the separation;
- Payments that start after you separate from service if paid at least annually in equal or close to equal amounts over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary);
- Payments from a governmental plan made after you separate from service if you are a qualified public safety employee and you will be at least age 50 in the year of the separation;
- Payments made due to disability;
- Payments after your death;
- Payments of ESOP dividends ;
- Corrective distributions of contributions that exceed tax law limitations;
- Cost of life insurance paid by the Plan;
- Payments made directly to the government to satisfy a federal tax levy;
- Payments made under a qualified domestic relations order (QDRO);
- Payments up to the amount of your deductible medical expenses (without regard to whether you itemize deductions for the taxable year);
- Certain payments made while you are on active duty if you were a member of a reserve component called to duty after September 11, 2001 for more than 179 days;
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution; and
- Payments for certain distributions relating to certain federally declared disasters.

If I do a rollover to a Roth IRA, will the 10% additional income tax apply to early distributions from the IRA?

If you receive a payment from a Roth IRA when you are under age 59½, you will have to pay the 10% additional income tax on early distributions on the earnings paid from the Roth IRA, unless an exception applies or the payment is a qualified distribution. In general, the exceptions to the 10% additional income tax for early distributions from a Roth IRA listed above are the same as the exceptions for early distributions from a plan. However, there are a few differences for payments from a Roth IRA, including:

- The exception for payments made after you separate from service if you will be at least age 55 in the year of the separation (or age 50 for qualified public safety employees) does not apply.

GENERAL INFORMATION ABOUT ROLLOVERS *(Continued)*

- The exception for qualified domestic relations orders (QDROs) does not apply (although a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to a Roth IRA of a spouse or former spouse).
- The exception for payments made at least annually in equal or close to equal amounts over a specified period applies without regard to whether you have had a separation from service.
- There are additional exceptions for (1) payments for qualified higher education expenses, (2) payments up to $10,000 used in a qualified first-time home purchase, and (3) payments for health insurance premiums after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

Will I owe State income taxes?

This notice does not describe any State or local income tax rules (including withholding rules).

SPECIAL RULES AND OPTIONS

If you miss the 60-day rollover deadline

Generally, the 60-day rollover deadline cannot be extended. However, the IRS has the limited authority to waive the deadline under certain extraordinary circumstances, such as when external events prevented you from completing the rollover by the 60-day rollover deadline. Under certain circumstances, you may claim eligibility for a waiver of the 60-day rollover deadline by making a written self-certification. Otherwise, to apply for a waiver from the IRS, you must file a private letter ruling request with the IRS. Private letter ruling requests require the payment of a nonrefundable user fee. For more information, see IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*.

If your payment includes employer stock that you do not roll over

If you receive a payment that is not a qualified distribution and you do not roll it over, you can apply a special rule to payments of employer stock (or other employer securities) that are paid in a lump sum after separation from service (or after age 59½, disability, or the participant's death). Under the special rule, the net unrealized appreciation on the stock included in the earnings in the payment will not be taxed when distributed to you from the Plan and will be taxed at capital gain rates when you sell the stock. If you do a rollover to a Roth IRA for a nonqualified distribution that includes employer stock (for example, by selling the stock and rolling over the proceeds within 60 days of the distribution), you will not have any taxable income and the special rule relating to the distributed employer stock will not apply to any subsequent payments from the Roth IRA or employer plan. Net unrealized appreciation is generally the increase in the value of the employer stock after it was acquired by the Plan. The Plan administrator can tell you the amount of any net unrealized appreciation.

If you receive a payment that is a qualified distribution that includes employer stock and you do not roll it over, your basis in the stock (used to determine gain or loss when you later sell the stock) will equal the fair market value of the stock at the time of the payment from the Plan.

If you have an outstanding loan that is being offset

If you have an outstanding loan from the Plan, your Plan benefit may be offset by the outstanding amount of the loan, typically when your employment ends. The offset amount is treated as a distribution to you at the time of the offset. Generally, you may roll over all or any portion of the offset amount. If the distribution attributable to the offset is not a qualified distribution and you do not roll over the offset amount, you will be taxed on any earnings included in the distribution (including the 10% additional income tax on early distributions, unless an exception applies). You may roll over the earnings included in the loan offset to a Roth IRA or designated Roth account in an employer plan (if the terms of the employer plan permit the plan to receive plan loan offset rollovers). You may also roll over the full amount of the offset to a Roth IRA.

How long you have to complete the rollover depends on what kind of plan loan offset you have. If you have a qualified plan loan offset, you will have until your tax return due date (including extensions) for the tax year during which the offset occurs to complete your rollover. A qualified plan loan offset occurs when a plan loan in good standing is offset because your employer plan terminates, or because you sever from employment. If your plan loan offset occurs for any other reason, then you have 60 days from the date the offset occurs to complete your rollover.

If you receive a nonqualified distribution and you were born on or before January 1, 1936

If you were born on or before January 1, 1936, and receive a lump sum distribution that is not a qualified distribution and that you do not roll over, special rules for calculating the amount of the tax on the earnings in the payment might apply to you. For more information, see IRS Publication 575, *Pension and Annuity Income*.

If your payment is from a governmental section 457(b) plan

If the Plan is a governmental section 457(b) plan, the same rules described elsewhere in this notice generally apply, allowing you to roll over the payment to an IRA or an employer plan that accepts rollovers. One difference is that, if you receive a payment that is not a qualified distribution and you do not roll it over, you will not have to pay the 10% additional income tax on early distributions with respect to the earnings allocated to the payment that you do not roll over, even if you are under age 59½ (unless the payment is from a separate account holding rollover contributions that were made to the Plan from a tax-qualified plan, a section 403(b) plan, or an IRA). However, if you do a rollover to an IRA or to an employer plan that is not a governmental section 457(b) plan, a later distribution that is not a qualified distribution made before age 59½ will be subject to the 10% additional income tax on earnings allocated to the payment (unless an exception applies). Other differences include that you cannot do a rollover if the payment is due to an "unforeseeable emergency" and the special rules under "If your payment includes employer stock that you do not roll over" and "If you were born on or before January 1, 1936" do not apply.

If you receive a nonqualified distribution, are an eligible retired public safety officer, and your payment is used to pay for health coverage or qualified long-term care insurance

If the Plan is a governmental plan, you retired as a public safety officer, and your retirement was by reason of disability or was after normal retirement age, you can exclude from your taxable income nonqualified distributions paid directly as premiums to an accident or health plan (or a qualified long-term care insurance contract) that your employer maintains for you, your spouse, or your dependents, up to a

SPECIAL RULES AND OPTIONS *(Continued)*

maximum of $3,000 annually. For this purpose, a public safety officer is a law enforcement officer, firefighter, chaplain, or member of a rescue squad or ambulance crew.

If you are not a Plan participant

Payments after death of the participant. If you receive a distribution after the participant's death that you do not roll over, the distribution will generally be taxed in the same manner described elsewhere in this notice. However, whether the payment is a qualified distribution generally depends on when the participant first made a contribution to the designated Roth account in the Plan. Also, the 10% additional income tax on early distributions and the special rules for public safety officers do not apply, and the special rule described under the section "If you receive a nonqualified distribution and you were born on or before January 1, 1936" applies only if the participant was born on or before January 1, 1936.

If you are a surviving spouse. If you receive a payment from the Plan as the surviving spouse of a deceased participant, you have the same rollover options that the participant would have had, as described elsewhere in this notice. In addition, if you choose to do a rollover to a Roth IRA, you may treat the Roth IRA as your own or as an inherited Roth IRA.

A Roth IRA you treat as your own is treated like any other Roth IRA of yours, so that you will not have to receive any required minimum distributions during your lifetime and earnings paid to you in a nonqualified distribution before you are age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies).

If you treat the Roth IRA as an inherited Roth IRA, payments from the Roth IRA will not be subject to the 10% additional income tax on early distributions. An inherited Roth IRA is subject to required minimum distributions. If the participant had started taking required minimum distributions from the Plan, you will have to receive required minimum distributions from the inherited Roth IRA. If the participant had not started taking required minimum distributions, you will not have to start receiving required minimum distributions from the inherited Roth IRA until the year the participant would have been age 70½.

If you are a surviving beneficiary other than a spouse. If you receive a payment from the Plan because of the participant's death and you are a designated beneficiary other than a surviving spouse, the only rollover option you have is to do a direct rollover to an inherited Roth IRA. Payments from the inherited Roth IRA, even if made in a nonqualified distribution, will not be subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited Roth IRA.

Payments under a qualified domestic relations order. If you are the spouse or a former spouse of the participant who receives a payment from the Plan under a qualified domestic relations order (QDRO), you generally have the same options and the same tax treatment that the participant would have (for example, you may roll over the payment as described in this notice).

If you are a nonresident alien

If you are a nonresident alien and you do not do a direct rollover to a U.S. IRA or U.S. employer plan, instead of withholding 20%, the Plan is generally required to withhold 30% of the payment for federal income taxes. If the amount withheld exceeds the amount of tax you owe (as may happen if you do a 60-day rollover), you may request an income tax refund by filing Form 1040NR and attaching your Form 1042-S. See Form W-8BEN for claiming that you are entitled to a reduced rate of withholding under an income tax treaty. For more information, see also IRS Publication 519, *U.S. Tax Guide for Aliens,* and IRS Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities.*

Other special rules

If a payment is one in a series of payments for less than 10 years, your choice whether to make a direct rollover will apply to all later payments in the series (unless you make a different choice for later payments).

If your payments for the year (only including payments from the designated Roth account in the Plan) are less than $200, the Plan is not required to allow you to do a direct rollover and is not required to withhold federal income taxes. However, you can do a 60-day rollover.

Unless you elect otherwise, a mandatory cashout from the designated Roth account in the Plan of more than $1,000 will be directly rolled over to a Roth IRA chosen by the Plan administrator or the payor. A mandatory cashout is a payment from a plan to a participant made before age 62 (or normal retirement age, if later) and without consent, where the participant's benefit does not exceed $5,000 (not including any amounts held under the plan as a result of a prior rollover made to the plan).

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information on special rollover rights related to the U.S. Armed Forces, see IRS Publication 3, *Armed Forces' Tax Guide*. You also may have special rollover rights if you were affected by a federally declared disaster (or similar event), or if you received a distribution on account of a disaster. For more information on special rollover rights related to disaster relief, see the IRS website at www.irs.gov.

FOR MORE INFORMATION

You may wish to consult with the Plan administrator or payor, or a professional tax advisor, before taking a payment from the Plan. Also, you can find more detailed information on the federal tax treatment of payments from employer plans in: IRS Publication 575, *Pension and Annuity Income*; IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*; IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs)*; and IRS Publication 571, *Tax-Sheltered Annuity Plans (403(b) Plans)*. These publications are available from a local IRS office, on the web at www.irs.gov, or by calling 1-800-TAX-FORM.