

Get Help Planning Your Retirement Income Strategy

Your retirement income strategy is the manner in which you access your retirement savings accounts. It can be just as important as when you retire or how much you withdraw.

Depending on your financial picture, it may be advantageous to delay withdrawing money from certain retirement savings sources. For example, the longer you postpone collecting Social Security, the larger your monthly benefit may be when you finally choose to start receiving it.

The good news is that your ABA Retirement Funds Program (“the Program”) account allows you to make regular withdrawals from your account (e.g. monthly); and gives you a lot of flexibility, especially if you have other pools of savings you would rather use first.

HERE ARE SOME THINGS YOU NEED TO KNOW:

You Can Keep Your Savings in the Program:

If you’re retired or about to retire, you can keep accumulated savings in your account (vested balance must be greater than \$5,000). You still have access to our full array of investments, planning tools, and Voya Retirement Advisors,¹ investment advisory services.

Installment Payment Options Are Available:

We make it easy to manage and access your money in retirement. You can receive installment payments from your account without incurring extra costs or fees. On the home page of the at www.abaretirement.com website, you’ll find the **Distribution Request Form** under **Forms** to download. Enter your desired option under Section 5: “Form of Benefit.” You have flexibility to choose how often you will receive a payment—monthly, quarterly, semi-annually, or annually—and how much you want to receive.



DISTRIBUTION REQUEST FORM

ABA Retirement Funds Program (the "Program") Customer Contact Center: 800.348.2272
P.O. Box 50077 • Boston, MA 02250-0077 Website: www.abaretirement.com

See the form to request a distribution from a full service plan.

- For a distribution from your account, you must be at least 59½ years old.
- To take benefits from a designated participant's account, complete the Designated Beneficiary Form.
- To receive a lump-sum distribution, complete the Lump-Sum Distribution Form.
- To receive a monthly annuity, complete the Monthly Withdrawal Form.

Unless the entire retirement plan is being terminated by the employer, you may not need to withdraw or roll over your account. Please refer to www.abaretirement.com for more information on the options available to you.

1. EMPLOYER/PLAN SPONSOR INFORMATION (To be completed by the Employer/Plan Sponsor)

Program Plan Number: _____ Employee Tax ID Number: _____ ES Plan Number: _____

Employer's Name: _____ Employer's Business Phone Number: _____

Employer's Email Address: _____

2. PARTICIPANT OR ALTERNATE PAYEE INFORMATION

Participant's Name: _____ Date of Birth: _____
Social Security Number: _____ *This information is required. Do not use the number of a non-employee.*
Sex: M F Marital Status: Single Married

Participant's Primary Residence: _____
Address: _____
City: _____ State: _____ Zip Code: _____
City: _____ State: _____ Zip Code: _____
E-Mail Address: _____

Participant has a loan outstanding: Yes No

3. REASON FOR REQUEST (You must check one and complete all applicable information.)

I have retired or my employment with the plan sponsor has terminated.

I have become disabled and my employment with the plan sponsor has terminated.

I have died or my beneficiary has died.

I am a beneficiary of the Plan. I am not a participant in the Plan and I am not a designated beneficiary of the Plan.

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Plan Termination (Required). The plan sponsor must have previously submitted a Plan Termination Notification form to the Program's Trustee and the distribution is being made as a result of the Plan Termination.

STOP - BEFORE PROCEEDING TO THE NEXT PAGE, BE SURE ALL SECTIONS ARE COMPLETED ON THIS PAGE.

Required Minimum Distributions Begin at 72:

When you reach age 72, you will need to start taking your Required Minimum Distribution (RMD) from your account if you no longer work for the plan sponsor or if you are a 5% or more owner of the firm that sponsors the plan at any time in the year you turn 72. Additionally, your account must comply with the following RMD rules during retirement.

- If you'll be 72 or older by December 31 of this calendar year, and you no longer work for the firm that sponsors the Program plan, or you are a 5% or more owner of the firm that sponsors the plan at any time in the year you turn 72, you will need to take your RMD from your account in order to avoid penalties.²

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Questions?

If you have questions about RMDs or how to set up an installment payment? Call 800.348.2272

Required Minimum Distributions Begin at 72 continued:

- Your first RMD is due by April 1 of the year following the year in which you become required to take it. So if you are already retired from your firm when you turn 72, then you have until April 1 of the next year to withdraw it. Or, if you terminate employment from the plan sponsor at age 72, then you become required to take it the year you terminate employment - but can defer your “first” RMD until the following April 1.
- If your plan is subject to spousal consent, this requirement still applies to RMDs. Note: The spousal consent form only has to be executed once and will be kept on file for all future RMDs processed under the automatic payment sweep. Please call **800.348.2272** or email us at **contactus@abaretirement.com** if you need a spousal consent form.
- RMD payments cannot be made directly from Self-Directed Brokerage Accounts (SDBA). You must instead make sure that you have enough cash in the Program’s other investment options to draw from. This may entail liquidating securities. Call the Customer Service Center at **800.348.2272** to determine if this will be necessary.

- 1 *Advisory Services provided by Voya Retirement Advisors, LLC (“VRA”). VRA is a member of the Voya Financial (Voya) family of companies. For more information, please read the Voya Retirement Advisors Disclosure Statement, Advisory Services Agreement and the ABA Retirement Funds Program’s (“the Program’s”) Fact Sheet. These documents may be viewed online by accessing the advisory services link(s) through the Program’s website at www.abaretirement.com after logging in. You may also request these from a VRA Investment Advisor Representative by calling the Program’s information line at 800.348.2272. Financial Engines Advisors L.L.C. (FEA/Financial Engines) acts as a sub advisor for VRA. Financial Engines Advisors L.L.C. (FEA) is a federally registered investment advisor and wholly owned subsidiary of Edelman Financial Engines, LLC. Neither VRA nor FEA provides tax or legal advice. If you need tax advice, consult your accountant, or if you need legal advice, consult your lawyer. Future results are not guaranteed by VRA, FEA or any other party, and past performance is no guarantee of future results. Financial Engines® is a registered trademark of Edelman Financial Engines, LLC. All other marks are the exclusive property of their respective owners. FEA and Edelman Financial Engines, LLC are not members of the Voya family of companies. ©2020 Edelman Financial Engines, LLC. Used with permission.*
- 2 *Unlike an IRA, RMDs cannot be aggregated from qualified retirement plan accounts. Each RMD must be taken from each retirement plan. Also, RMDs cannot be paid directly to a charity if it is distributed from a qualified retirement plan (another difference between the plan and an IRA).*

Contact Us!

Web www.abaretirement.com

Mobile download the “Voya Retire” app from the App StoreSM, Google Play, Amazon Apps or visit mobile.voyaplans.com

E-mail us at contactus@abaretirement.com

Call the Customer Contact Center at **800.348.2272**. Customer Service Associates are available Monday through Friday, 8 a.m. – 8 p.m. ET.

Please read the Program Annual Disclosure Document (April 2019) carefully before investing. This Disclosure Document contains important information about the Program and investment options. For email inquiries, contact us at: contactus@abaretirement.com.

Securities offered through Voya Financial Partners, LLC (member SIPC).

Voya Financial Partners is a member of the Voya family of companies (“Voya”). Voya and ABA Retirement Funds are separate, unaffiliated entities, and not responsible for one another’s products and services.