

PLEASE NOTE THE FOLLOWING WHEN SUBMITTING PROGRAM FORMS

- Use **only one** of the following methods of delivery:

By Mail:

ABA Retirement Funds Program
P.O. Box 990073
Hartford, CT 06199

By Overnight Delivery:

ABA Retirement Funds Program
One Orange Way
Windsor, CT 06095

By Email: ProgramForms@voyaplans.com

- If you are emailing a form, **DO NOT** mail the original, or the transaction will be processed twice.
- Email only one request (in most cases just one form) at a time per a plan, per a participant. Also only one disbursement or loan request should be submitted per a business day
- Forms received in good order via email by **1 p.m. Eastern time** on a business day are considered to be received on that day. Forms received electronically after 1 p.m. Eastern time will be considered to be received on the next business day.
- Please do not "cc" any other email addresses when sending a form to the Program by email, as this causes the email to abort.
- The email should include a single document as an attachment, which does not require access to an external portal or link.
- There should be no instructions in the body of the email; the form should contain any additional instructions.
- If you are going to password-protect the form, please use only "abafunds" or "Abafunds*1."

FORMS THAT CANNOT BE ACCEPTED VIA EMAIL

- If the form is being submitted to claim the assets in a deceased participant's account, the form and a certified copy of the death certificate **must be mailed** or sent by overnight delivery.
- If spousal consent is required, and the witness is a notary, the form **must be mailed** or sent by overnight delivery so that the notary seal can be confirmed.

Forms submitted in any other manner will be considered to be received "not in good order," which may cause a delay in processing the item.

Thank you for your cooperation so that we can best service your plan.

*Note: after your email is received by the transaction processing group, you'll receive an auto reply with a "Task" confirmation number. If you do not receive an auto reply, please contact us. Plan Administrators should call **800.752.6313**. Participants should call **800.348.2272**.*



PARTICIPANT DATA CHANGE FORM

ABA Retirement Funds Program ("Program")
P.O. Box 990073 • Hartford, CT 06199

Customer Contact Center: 800.348.2272
Website: abaretirement.com

Complete this form to change the name, employment status, address or marital status of the participant's data. The participant completes sections 2 and 3; then signs under section 4. The Authorized Plan Representative completes section 1, signs under section 4 and submits the form to the Program.

1. EMPLOYER INFORMATION

Program Plan Number: _____ Employer Tax ID Number: ____ - _____ IRS Plan Number: _____

Employer's Name: _____ Employer's Business Phone Number: (____) ____ - _____

Employer's E-Mail Address: _____

2. PARTICIPANT INFORMATION CURRENTLY ON FILE

Participant's Name: _____ Social Security Number: _____ - _____ - _____

Daytime Telephone Number: (____) ____ - _____ E-Mail Address: _____

3. NEW PARTICIPANT INFORMATION (PLEASE CHOOSE FROM THE FOLLOWING OPTIONS:)

Name Change

Please print clearly or type your new name: _____

Please attach a copy of the document effecting the change (e.g., marriage certificate, divorce decree)

Please check here if you are an authorized plan representative and your name in that capacity should also be changed.

Please also indicate if you have a new email address: _____

Status Change

If your employment status has recently changed, please indicate the change below:

Terminated (enter date of termination) ____ / ____ / _____

Check this box if the participant was an owner/partner/shareholder and will no longer be one upon termination of employment.

Rehired (enter date of rehire) ____ / ____ / _____

Address Change (Enter your new address below:)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Marital Status Change*

I have been married as of ____ / ____ / _____ (attach copy of marriage certificate)

I have become widowed as of ____ / ____ / _____ (attach copy of spouse's death certificate)

I have been divorced as of ____ / ____ / _____ (attach copy of divorce decree)

**Participants in a full service plan may need to update their beneficiary(ies) by completing a Beneficiary Designation Form. Participants in an investment only plan who need to update their beneficiary(ies) should see their employer/plan sponsor.*

4. SIGNATURES

The participant and Authorized Plan Representative certify that the information presented on this form is complete and accurate.

SIGNATURE OF PARTICIPANT (not required for employment status changes)

DATE

SIGNATURE OF AUTHORIZED PLAN REPRESENTATIVE ON BEHALF OF THE EMPLOYER (not required for address, marital or name changes only)

DATE