

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**.*



(FOR PLAN ADMINISTRATOR'S USE ONLY) ELIGIBLE NOT PARTICIPATING 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 register a non-participating eligible employee in your plan. In the event that the employee wishes to begin contributing, or the Employer will be making a contribution, please contact the Program at that time to update the status to "actively contributing."

1. EMPLOYER INFORMATION

Program Plan Number: _____ Employer Tax ID Number: ____ - _____ IRS Plan Number: _____
Employer's Name: _____ Employer's Business Phone Number: (____) ____ - _____

2. PARTICIPANT INFORMATION

Participant's Name: _____ Social Security Number: _____ - _____ - _____
Date of Birth: ____ / ____ / _____ Sex: M F Marital Status: Single Married
Daytime Phone Number: (____) ____ - _____ Participant's Email: _____
Address Line 1: _____
Address Line 2: _____
City: _____ State: _____ Zip Code: _____

3. ENROLLMENT INFORMATION

Hire Date: ____ / ____ / _____ Plan Entry Date: ____ / ____ / _____

4. SIGNATURE

As an Authorized Plan Representative I authorize the enrollment of the above mentioned participant into the plan as eligible and non-participating. If contributions are made to the participant's account at a later date, the participant will complete an Enrollment Form.

SIGNATURE OF AUTHORIZED PLAN REPRESENTATIVE ON BEHALF OF THE EMPLOYER

DATE