

LOAN PAYOFF REQUEST

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
Phone: 800-584-6001



As used on this form, the term "Voya," "Company," "we," "us" or "our" refer to your plan's funding agent and/or administrative services provider. That entity is either VRIAC or VIPS. Contact us for more information.

GOOD ORDER

Good order is receipt by Voya of your request accurately and entirely completed. If your request is accepted, the loan payoff will be processed and a corresponding transaction confirmation will be generated.

NOTE TO PLAN SPONSORS

Loan Payoffs may be submitted with your routine payroll contribution. Please contact the Electronic Data Submission team for more information at 800-238-6212.

1. PLAN INFORMATION

Plan Name _____ Plan # _____

2. EMPLOYEE INFORMATION

Last Name _____ First Name _____ SSN (Required) _____

3. LOAN INFORMATION

Loan # _____ Payoff Amount¹ _____ Date of Last Loan Repayment _____

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Form Completed By _____ Daytime Phone _____

¹The Plan Sponsor should contact Voya Plan Manager for current Loan Payoff Balances. Payoff amounts obtained through the VRU, Internet or a Call Center Representative may not include recent or pending loan repayments.

4. MAILING AND PAYMENT INSTRUCTIONS

When sending the loan payoff check directly to Voya rather than through the Plan Sponsor's regular payroll remittance cycle, the preferred method of payment is in the form of a bank check or money order made payable to Voya Institutional Trust Company. Plan Number and Social Security Number must appear on the check. Completed forms and payment should be mailed to:

Regular Mail¹:

Voya Institutional Trust Company
PO Box 3015
New York, NY 10116-3015

¹Six digit Voya Plan # must be referenced on the check.

Express Mail:

JP Morgan Chase C/O
Payee: Voya Institutional Trust Company
Attn: Lockbox 3015
4 Chase Metrotech Center, 7th Floor East
Brooklyn, NY 11245

KEEP A COPY FOR YOUR RECORDS