

SPONSOR DIRECTED FUND ALLOCATION CHANGE REQUEST

Voya Retirement Insurance and Annuity Company ("VRIAC")
 A member of the Voya® family of companies
 PO Box 990063, Hartford, CT 06199-0063
 Phone: 888-410-9482 Fax: 800-643-8143



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

1. REQUESTOR INFORMATION

Plan/Company Name _____ Client/Plan # _____

Type of Account

- All Unallocated/Trustee Accounts Only (ALL accounts will be processed unless noted otherwise: _____)
 If the existing forfeiture holding fund has to be replaced, please check off the box below if applicable:
 - Indicate the fund number that will replace the forfeiture holding account. Fund # _____
- All Participant Accounts Only
- Both (All Unallocated/Trustee Accounts and Participant Accounts)
- REA/EASE Accounts - Indicate the fund number to be used for both future and existing money: Fund # _____

Note: Before transferring into or out of the Voya Fixed Account, please remember that Transfers from the Voya Fixed Account are governed by the terms of your contract and processed based upon your account value as of January 1 of the current year. Transfers can be made up to the current percentage allowed by VRIAC and may be limited to one per calendar year.

2. INTERFUND TRANSFER OF EXISTING ACCOUNT VALUE *Note: A change to Existing Account Value does not affect Future contributions. Choose EITHER Fund-to-Fund Method OR End-Result Method. Both CANNOT be chosen.*

Fund to Fund transfers request must balance between the "To" and "From" funds when selecting dollar to dollar transfers. If not, an end result transaction will occur. End result means the dollars moved "From" will be split up among the current funds by percentage.

- Please enter the appropriate whole percentage (no decimals) in the bracket before the fund name.
- Total percentages to be transferred must equal 100%.

FUND TO FUND METHOD - Change the way the Plan Invests Existing Account Value as follows:

FROM			TO		
Fund #	Fund Name	Amount	Fund #	Fund Name	Amount
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$
_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$	_____	_____	_____ <input type="checkbox"/> % or <input type="checkbox"/> \$

3. EXISTING ACCOUNT VALUE – END RESULT METHOD

Please change the investment for existing account value according to the percentages below. *Your existing account value refers to money currently in your account.* Transfers from the Voya Fixed Account are governed by the terms of your contract and processed based upon your account value as of January 1 of the current year. Transfers can be made up to the current percentage allowed by VRIAC and may be limited to one per calendar year. *(If the amount requested for transfer exceeds the current percentage allowed by VRIAC, a customer service representative will contact you.)* A change to your existing account value does not affect your future contributions.

- Please enter the appropriate whole percentage (*no decimals*) in the bracket before the fund name.
- Total percentages to be transferred must equal 100%.

Fund #	Fund Name	Fund #	Fund Name
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____

Note: Soft closed fund will be excluded from reallocation for unallocated/trustee accounts. Please visit our web site at www.voyaretirementplans.com for more information about the available investment options. If you wish to move assets from this fund(s), please select the Fund Transfer option to complete this transaction or contact Customer Service.

4. FUTURE CONTRIBUTIONS – END RESULT METHOD

Please change the allocation for future contributions according to the percentages listed below. *Future contributions refers to money which will be deposited into the account in the future.* A change to your future contributions does not affect your existing account value.

- Enter the appropriate whole percentage (*no decimals*) in the bracket before the fund name.
- Total percentage must equal 100%.

Fund #	Fund Name	Fund #	Fund Name
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____

5. FUTURE CONTRIBUTIONS AND EXISTING ACCOUNT VALUE – END RESULT METHOD

Please change the investment for both future contributions and existing account values according to the percentages listed below.

- Enter the appropriate whole percentage (no decimals) in the bracket before the fund name.
- Total percentage must equal 100%.

Fund #	Fund Name	Fund #	Fund Name
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____
% _____	_____	% _____	_____

Note: Soft closed fund will be excluded from reallocation for unallocated/trustee accounts. Please visit our web site at www.voyaretirementplans.com for more information about the available investment options. If you wish to move assets from this fund(s), please select the Fund Transfer option to complete this transaction or contact Customer Service.

6. AUTHORIZATION

I agree to the above requested changes and certify that I have received and understand the current disclosure booklets. I understand that most requests will be effective at the close of the NYSE (generally, 4 p.m. ET) once instruction is received at the address above and determined to be in good order by VRIAC, with the following exceptions. Some of our fund partners require advance notification for large dollar transfers. As such, certain large dollar transfers will be completed after notification is complete (generally, next business day). Requests to change all participant accounts will generally require 3-5 business days to collect the information and process on all impacted accounts. All requests will be processed as soon as administratively possible.

Trustee/Named Fiduciary Name _____

Trustee/Named Fiduciary Signature _____ Date (mm/dd/yyyy) _____