



VRS Defined Contribution Plans APPLICATION FOR CONTRIBUTION MAKE-UP FOR HYBRID PLAN MEMBERS RETURNING FROM MILITARY LEAVE

Upon return from a leave of absence for military service, complete this form to make up any mandatory and voluntary contributions to your Hybrid Retirement Plan defined contribution component that you were unable to make during the period of leave as found under the Uniformed Services Employment and Reemployment Rights Act (USERRA). To be eligible, you must not have been dishonorably discharged and returned to covered employment with a VRS-participating employer within one year of discharge. You have a period of up to three times the length of your service period, not to exceed five years, to make up your employee contributions. Attach a copy your DD-214 to this application before submitting it to your employer, who will certify your leave period in the VRS system. Your employer will then send this application to VRS.

PART A: MEMBER INFORMATION (please print clearly using black or blue ink)

NAME: _____ SOCIAL SECURITY NUMBER: _____
(last 4 digits only)

ADDRESS: _____ APT: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PART B: UNIFORMED SERVICE INFORMATION

Service Information:

Uniformed service begin date (from DD-214): _____ (MM/DD/YYYY)

Uniformed service end date (from DD-214): _____ (MM/DD/YYYY)

Total number of months of uniformed service: _____ (MONTHS)

Date returned to previous employment: _____ (MM/DD/YYYY)

Annual salary for leave period of uniformed service: (Enter date range and salary for each, as applicable)

From: _____ To: _____ \$ _____

From: _____ To: _____ \$ _____

From: _____ To: _____ \$ _____

PART C. SELECTIONS FOR CONTRIBUTION MAKE-UP

<p>7. Percent of contributions to make-up:</p> <p>1 % mandatory (required if making up voluntary contributions)</p> <p>+ _____ % voluntary contributions</p>	<p>8. Number of pay dates for make-up to occur</p> <p>_____</p>	<p>9. Make-up begin date</p> <p>_____</p>
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PART D. CONTRIBUTION CALCULATIONS (COMPLETED BY EMPLOYER)

Complete each item representing the mandatory, voluntary and required employer match by pay period/pay date:

	<u>Employee-Paid Contributions</u>	<u>Employer-Paid Contributions</u>
Make-Up Contributions:		
Mandatory Contributions:	_____	Lump Sum: _____
Voluntary/ Employer Matching Contributions:	_____	_____
Regular Contributions:		
Mandatory Contributions:	_____	_____
Voluntary/ Employer Matching Contributions:	_____	_____
Total Contributions per Pay Date	_____	_____

ER mandatory contributions are due regardless of the whether the employee chooses to make up employee contributions.

PART E. MEMBER AUTHORIZATION

I have provided a copy of my DD-214 supporting the leave period listed above and acknowledge the amount of make-up contributions I will be making per the pay date schedule shown above in addition to my regular contributions during those pay periods.

Signature _____
Date

PART F. EMPLOYER AUTHORIZATION

The individual named above provided a DD-214 supporting the leave period listed above, meets the discharge criteria, and returned within one year of the end of the service period. The contribution information above is correct and make-up contributions will begin on the pay date identified above. If the member's make-up percentage is more than the 1 percent mandatory contributions, any matching employer funds will be provided to Voya Financial.

Human Resources Authorization		Payroll Authorization	
_____	_____	_____	_____
Printed Name and Title		Printed Name and Title	
_____		_____	
Signature		Signature	
_____		_____	
E-mail Address		E-mail Address	
_____		_____	
Phone	Date	Phone	Date
_____	_____	_____	_____

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INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR CONTRIBUTION MAKE-UP

MEMBER

Complete your personal information and then complete Parts B, C and E.

Part B: Enter the leave period begin and end dates according to your DD-214. Enter the total period of months of service, which is the number of months between the start and end date of the leave plus the length of time between the end date and the date you returned to work. Enter the date you returned to your previous employment.

Enter your annual salary for the leave period: This is the salary that would have been paid had you not been on Uniformed Service Leave.

If the amount that would have been paid cannot be determined, use the average amount earned during the last 12 months prior to the beginning of the leave. If you would have received a raise during the leave period, you may break out your annual salary by data range. Your employer can assist you with this.

Part C: Percent of contributions to make-up: Enter the voluntary contribution percentage. To make up any voluntary contributions you are required to make up the 1 percent mandatory contribution. You may choose any voluntary percentage from 0.5 percent to 4 percent (in half-percent increments).

Note: Your employer will provide the corresponding matching contributions on any voluntary contributions you make. Additionally, when your employer has certified your leave period, your employer will pay the 1 percent mandatory employer contribution.

Number of pay dates: Enter the number of pay dates over which you would like to make up the contributions. (You have a period of up to three times the length of your service period, not to exceed five years, to make up your employee contributions.)

Make-up Begin Date: Enter the pay date you would like the make-up contributions to begin. This is the first pay date that contributions will start being taken from your paycheck.

Part E: When you submit this application to your employer, include a copy of your DD-214 (Member 4 Copy). Once your employer has completed Part D, the contribution calculations, authorize your make-up application by signing and dating it.

You may restart your regular voluntary contributions to the defined contribution component of the Hybrid Retirement Plan by logging into your account at dcp.varetire.org or call the VRS Defined Contribution Plans Service Center at 1-877-327-5261 (TTY/TTD users call 1-800-579-5708). Customer Service Associates are available Monday through Friday, 8:00 A.M. to 9:00 P.M. Eastern Time (excluding stock market holidays).

EMPLOYER

You must verify/update the data completed by member based on the DD-214 and the member's record. By completing this form, you certify that the employee meets the USERRA return to work requirements to qualify for make-up contributions in the member's record. Complete and submit this form to VRS as soon as administratively possible to avoid being liable for any missed contributions expected by the member based on the information agreed to on the form.

The employer is required to make the corresponding employer match based on any voluntary contributions being made up by the member. These contributions must be sent to Voya Financial each pay period.

Complete Part D to list the contributions attributed to each pay date. For each mandatory and voluntary contribution, identify the percentage and dollar amount associated to the employee's portion and employer's portion. Then include the total amount of contributions being paid by pay date. (Note: You must submit payment of the 1 percent mandatory employer contribution upon certification of the leave period.)

Upon completion of the make-up calculations, have the member sign the application. It also must be signed by both the human resources and payroll authorized employees. Send this application to VRS. (The DD-214 is retained for your records only.)

VRS will forward the completed and approved application to Voya Financial.