



Virginia Retirement System

# VRS Defined Contribution Plans INFORMATION RELEASE AUTHORIZATION

Completing this form does *not* allow VOYA representatives to discuss the following types of information with anyone other than the member: bank account and bank routing numbers, medical records, beneficiary information, or details of Approved Domestic Relations Orders.

## PLAN SELECTION

Please select plan(s) that apply:

- Virginia Hybrid 401(a) Cash Match Plan - 626621
- Virginia Hybrid 457 Deferred Compensation Plan - 626622
- Optional Retirement Plan for Higher Education - 626623
- Optional Retirement Plan for Political Appointees - 626624
- Optional Retirement Plan for School Superintendents - 626625
- Virginia Supplemental Retirement Plan - 626626
- Commonwealth of Virginia 457 Deferred Compensation Plan - 626627
- The Virginia Cash Match Plan - 626628

## PARTICIPANT INFORMATION (please print clearly using black or blue ink)

NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_  
(last 4 digits only)

ADDRESS: \_\_\_\_\_ APT: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

## PARTICIPANT STATEMENT

I authorize \_\_\_\_\_ to obtain information regarding my account indicated above. I understand that this authorization is for **information requests only** and does not authorize this individual to conduct transactions on my behalf. All transactions must be completed by me.

PARTICIPANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed and attested to this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public Signature: \_\_\_\_\_

Notary Public's City of Residence: \_\_\_\_\_

Your request cannot be processed without a Notary Public Signature and Seal.

*Notary Stamp  
or  
Seal*

## MAILING INSTRUCTIONS

Please submit your completed form to:

**VIA FAX:**

Voya Financial  
Attn: VRS Defined Contribution Plans  
1-844-833-4545

**VIA MAIL:**

Voya Financial  
Attn: VRS Defined Contribution Plans  
P.O. Box 389  
Hartford, CT 06141

**VIA OVERNIGHT DELIVERY:**

Voya Financial  
Attn: VRS Defined Contribution Plans  
One Orange Way  
Windsor, CT 06095

If you have any questions or need to obtain additional plan or account information, please go online at [dcp.varetire.org](http://dcp.varetire.org) or call 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).