

VRS Defined Contribution Plans WORKFORCE TRANSITION ACT (WTA) DISTRIBUTION REQUEST

WTA DISTRIBUTION INFORMATION

WHO SHOULD USE THIS FORM

Please use this form if you are a state employee who has terminated employment and is receiving benefits under the Workforce Transition Act (WTA).

This request will be reviewed by VRS for verification of distribution eligibility.

The VRS-11A must be completed by your former employer and submitted to VRS before a distribution can be approved.

If you are no longer covered by WTA and would like to request a distribution, visit dcp.varetire.org to complete your request online.

WTA DISTRIBUTION

You are eligible to request a distribution while you are receiving benefits under WTA if your employment was terminated and it has been one full calendar month since you have left employment.

DISTRIBUTION METHOD

This distribution will be distributed pro rata from your investment funds unless you provide fund depletion instructions in Funds for Distribution section of this form.

Full Distribution – Voya Financial (Voya) will liquidate the funds from all investment options in which you have a balance. Please see the special instructions below regarding the self-directed brokerage account and the VRSIP fund.

Partial Distribution – Indicate the amount of the partial distribution you elect to receive. If your available balance is less than the elected amount, the partial will be processed for the amount of the remaining available balance.

Partial Distribution followed by Installments - Indicate the gross amount of your initial partial distribution on the line provided and complete the Periodic Payment section.

Installments – You must select a frequency, the processing date and either specific dollar amount or specific number of years. Please note the processing date for the periodic payment reflects when the funds will be disbursed from your account. Please allow up to 3 business days from that day for the funds to be credited to your bank account.

- 1. Payment of a Certain Amount** – Indicate the gross amount you wish to have distributed on a regular installment basis (monthly, quarterly, semi-annually or annually). Your payments will continue until your account balance is depleted. The number of payments you receive will vary depending on the performance of your investments.
- 2. Payments over a Specified Time Period (Years)** – You will receive payments on a regular basis (monthly, quarterly, semi-annually or annually). Payment amounts will depend on the length of time in years during which you elect to receive payments, the periodic basis you choose, and the performance of your investment options.

Your payment amount will be calculated by dividing your current account balance by the number of remaining payments. For example, if the payout is to be monthly for 4 years, the initial payout amount will be equal to 1/48 of the account balance. The second payment will be 1/47 of your balance, the third will be 1/46, and so on.

Your payment is recalculated each time a payment is distributed; therefore, the amount of each payment will never be the same. The payment amount will depend on the account value, which may fluctuate depending upon your chosen investments' performance. Your balance will be depleted by the end of the term you select.

Note: Distribution form must be used if deleting/changing installment information or requesting a Roth Installment.

SELF-DIRECTED BROKERAGE (SDB) AND VIRGINIA RETIREMENT INVESTMENT PORTFOLIO (VRSIP) INFORMATION

Distribution Note for Self-Directed Brokerage (SDB) only: With respect to both full and partial distribution requests, in the event the transfer of funds from your SDB account has not been received by Voya prior to Voya's receipt of the Distribution Form, the following will occur : Voya will process your request from the amount that is available in the core investment options in excess of the core minimum. For any further distributions, you must transfer the appropriate funds from the SDB account into core investment options and submit an additional Distribution Form.

Distribution Note for Virginia Retirement Investment Portfolio (VRSIP) only – If you are invested in the VRSIP you must move monies out of the VRSIP prior to quarter end in order for the monies to be distributed to you. If the funds are not moved from the VRSIP, we will process the remaining funds and you will need to submit another Distribution Form for the VRSIP.

Installment Note for SDB and VRSIP only: In the event an installment option is requested and sufficient funds have not been transferred from the SDB account into core investment options and the VRSIP was not transferred prior to Voya's receipt of the Distribution Form, your distribution request will not be processed.

VRS Defined Contribution Plans
WORKFORCE TRANSITION ACT
(WTA) DISTRIBUTION REQUEST

WTA DISTRIBUTION INFORMATION (CONT)

ROLLOVER METHOD

Generally, the Required Beginning Date for a Required Minimum Distribution (RMD) is April 1st following the later of the calendar year in which you: (1) attain age 73, or (2) retire from the plan sponsor/employer. You may not roll over that portion of a distribution equal to your RMD amount.

Direct Rollover to an Eligible Plan, IRA or Roth IRA – You must determine whether your new employer’s plan or IRA accepts eligible rollover distributions. If you are requesting a direct rollover, an eligible rollover distribution is paid from your Plan directly to an eligible retirement plan or to a Traditional IRA.

Indicate the dollar amount or percentage of your account balance you want to roll over and provide the company name, account number, mailing address, city, state, zip code and a phone number for your direct rollover. Once Voya has processed a direct rollover, it cannot be returned.

Direct Rollover to a Roth IRA – You are responsible for determining if you are eligible to make a rollover to a Roth IRA. If you roll your distribution directly into a Roth IRA, the entire taxable portion of the rollover (amounts other than after-tax contributions) will be taxable income to you in the year of the rollover. Subsequent distributions from the Roth IRA may qualify as tax-free distributions. You should consult with a tax advisor to determine the tax consequences of future distributions from the Roth IRA. No income tax withholding is required for any taxable portion of your payment for which you choose a Direct Rollover. However, you are responsible for paying the taxes due for the year of distribution. You must have other money from which you can pay the taxes. However, it may later apply if you subsequently withdraw the money from the Roth IRA under certain circumstances.

Once rolled to a Roth IRA, you cannot subsequently roll your distribution to an employer plan, even if the Plan accepts designated Roth contributions.

FEDERAL AND STATE INCOME TAX WITHHOLDING

Distribution withholding will vary depending on the type of distribution you are requesting on the Distribution Form. You have received and must read the attached Special Tax Notice, which provides additional tax withholding information. You are strongly urged to consult with your tax advisor to determine your appropriate tax withholding.

Federal Income Tax Withholding

Full Distribution – 20% mandatory federal income tax withholding will apply unless you elect a Direct Rollover of the entire amount.

Partial Distribution – 20% mandatory federal income tax withholding will apply unless you elect a Direct Rollover.

Installments– 20% mandatory federal income tax withholding will apply to all amount certain or period certain installments scheduled to continue for less than 10 years. If your installments are payable over your life expectancy or are scheduled to continue for a period certain of more than 10 years, complete and attach a Form W-4P to your Distribution Form. If a W-4P is not attached, federal withholding will be made as though you are married with three allowances.

Direct Rollover – Eligible rollover distributions that are directly rolled over are not subject to federal tax withholding.

State Income Tax Withholding

If you reside in Virginia at the time of your distribution request, four percent (4%) Virginia tax will be withheld if there is mandatory Federal tax of 20%. If you are a resident of another state, the tax withholding rules of that state will apply.

Early Withdrawal Penalty Tax for 401(a) plans

Your plan assets are subject to the 10% early distribution penalty tax if withdrawn from your account prior to age 59½ unless an exception applies as follows:

1. Withdrawals on or after the day you turn 59½.
2. Withdrawals after your separation from service occurred in the year you reached age 55 or older.
3. Withdrawals if you become disabled.
4. Withdrawals paid to your named beneficiary after death.
5. Withdrawals paid to an alternate payee under approved domestic relations orders (ADROs).
6. Funds rolled over into another Eligible Employer Plan or IRA within 60 days of disbursement.
7. Withdrawals on a 72(t) “Qualified” payment schedule, which is defined as:
 - a. Equal (or almost equal) payments at least annually over your life expectancy, the life expectancy of you and your beneficiary, or by using another IRS approved method under IRC 72(t), and
 - b. Payments that must continue for the greater of 5 years or until age 59½.

If your payments do not continue for 5 years or until 59½, all of the money withdrawn will become subject to the 10% penalty.

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(WTA) DISTRIBUTION REQUEST**

WTA DISTRIBUTION INFORMATION (CONT)

PAYMENT DELIVERY

The delivery of your distribution may depend on the Distribution Method you elected on the Distribution form. Below is a description of each delivery option.

Note: Direct Deposit is required for installments.

Check – Checks are mailed to your address on record.

Direct Deposit– You may elect to have your funds electronically deposited into your checking or savings account. Direct Deposit is the required method for installments. Visit dcp.varetire.org to add/update information.

Note: This is not an option for direct rollover.

You must already have banking information on file with the Plan for at least 7 days in order for this payment to be deposited to your bank. To update Banking Information, go to the Personal Information section of your online account.

With direct deposit, your installments are sent directly to your financial institution on the same day we would have otherwise mailed a check. It may take your financial institution three business days to post the funds to your account. Your payment will be available three to five days earlier than a mailed check.

Direct deposits must go through a test transmission with your bank before you receive payments. If problems are encountered but not resolved prior to your first payment, your first payment may be a check rather than an electronic deposit. Incorrect or incomplete bank information will delay the processing of your request.

Important Note

Please reference the Special Tax Notice for further details as they apply to distributions from a retirement account.

Neither VRS, the plan sponsor, nor Voya Financial, the plan recordkeeper, gives legal or tax advice. You may wish to consult with a professional tax advisor before taking a payment from the Plan. Also, you can find more detailed information on the federal tax treatment of payments from employer plans in: IRS Publication 575, Pension and Annuity Income; IRS Publication 590, Individual Retirement Arrangements (IRAs). These publications are available from a local IRS office, on the web at www.irs.gov, or by calling 800-TAX-FORM.



Virginia Retirement System

VRS Defined Contribution Plans WORKFORCE TRANSITION ACT (WTA) DISTRIBUTION REQUEST

Select only one plan for this request. If a distribution is needed for another plan, a separate request must be completed.

- 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

PERSONAL INFORMATION (please print clearly using black or blue ink)

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

ADDRESS: _____ APT: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DAY PHONE: _____ EVENING PHONE: _____

EMAIL: _____ DATE OF BIRTH: ____/____/____

EMPLOYMENT SEPARATION DATE: ____/____/____ MARITAL STATUS: MARRIED UNMARRIED US CITIZEN: YES NO

INSTRUCTIONS

1. Please review and complete all applicable sections of this form to enable prompt processing.
2. All checks issued by Voya Financial are mailed to your current address on record. You can not use this form to change your address. Before submitting this form, please go online at dcp.varetire.org or contact a Customer Service Associate at 1-877-327-5261 (TTD/TTY users call 1-800-579-5708) to verify that the Plan has your current address. Failure to do so may result in your check being mailed to the incorrect address. If the address on record is incorrect and you are actively employed, please contact your employer to update your current address or if you have separated from service, please contact the Plan. Verify that the Plan has been updated prior to submitting this form.
3. You must be receiving benefits under WTA if your employment was terminated and it has been one full calendar month since you have left employment to meet eligibility requirements.
4. Sign and mail your form for processing.

PLEASE NOTE: AN INCOMPLETE APPLICATION OR NOT SUPPLYING ALL REQUIRED DOCUMENTATION WILL CAUSE A DELAY IN THE PROCESSING OF YOUR WITHDRAWAL.

FUNDS FOR DISTRIBUTION

Fund Selection - Funds for distribution will be withdrawn based on the plan's distribution withdrawal hierarchy (Pro Rata) unless you check the fund specific box below and provide the fund, source and amount or percentage below.

Fund specific

Fund _____ AMOUNT \$ _____ OR _____ % Fund _____ AMOUNT \$ _____ OR _____ %

Fund _____ AMOUNT \$ _____ OR _____ % Fund _____ AMOUNT \$ _____ OR _____ %

Fund _____ AMOUNT \$ _____ OR _____ % Fund _____ AMOUNT \$ _____ OR _____ %

Source Selection- Non-Roth assets will be distributed prior to any Roth assets unless you select an option below:

- I want to have my partial distribution taken first from my Roth balance (if applicable).
- I want to have my installments taken first from my Roth balance (if applicable).

DISTRIBUTION CHOICES FOR WTA

- Full Distribution**
Withdrawal of funds from your vested account balance
- Partial Distribution** AMOUNT \$ _____ OR _____ %
Partial withdrawal of funds from your vested account balance
- Partial Distribution followed by Installments** AMOUNT \$ _____ OR _____ %
Withdraw a portion of your vested account balance now followed by scheduled withdrawals over time. Must complete Installments below.
- Partial Distribution followed by Rollover** (see *Rollover Options* section) AMOUNT \$ _____ OR _____ %
Withdraw a portion of your vested account balance now and rollover the remaining assets to another account. Complete Rollover Options section.
- Installments**
Frequency: Monthly Quarterly Semi-Annually Annually
- Please choose one option:**
- Payment of a certain amount until the account is exhausted. Specified dollar amount:** \$ _____
- Payments over a specified time period of** _____ **years.**
- Installments will begin as soon as administratively possible and are processed on the closest business day to the 1st and the 15th of the month chosen. Please confirm which date you would like your payment processed.
- 1st** **15th** **Payment start month:** _____

Note: Distribution form must be used if deleting/changing installment information or requesting a Roth Installment.

ROLLOVER OPTIONS

- Rollover from Account** - You must complete the section entitled *Distribution Choices for WTA*, in addition to this Rollover Options section.
- If a dollar amount or percentage has not been provided, a full rollover will be processed. Check will be mailed to your home address. If an RMD is due in current year, that amount cannot be rolled over and it will be sent in a separate check payable to you.
- Rollover Amount \$ _____ or _____ %
- If selecting less than 100% rollover, the remainder of the requested funds will be taxed as outlined below and made payable to you.
- Rollover to an eligible plan**
- Rollover to an IRA (traditional)**
- Rollover to a Roth IRA**
- Name of Receiving Trustee: _____
- Address: _____
- City: _____ State: _____ Zip Code: _____
- Name on Account: _____ Account Number: _____
- Please note that by using your social security number as the account number we will print this on your rollover check and distribution statement.**

ANNUITY PURCHASE

- Annuity Purchase**
- MetLife Annuity** \$ _____
(contact MetLife at 866-438-6477 and arrange for the purchase of the annuity first, then indicate the payment amount to be disbursed)
- Another Provider** \$ _____
- Name of Provider: _____
- Address: _____
- City: _____ State: _____ Zip Code: _____

FEDERAL AND STATE INCOME TAX WITHHOLDING

TAX WITHHOLDING ELECTIONS

Regardless of whether or not federal or state income tax is withheld, you are liable for taxes on the taxable portion of the payment. If you do not have a sufficient amount withheld, you may be subject to tax penalties under the Estimated Tax Payment rules. An election made for a single non-recurring distribution applies only to the payment for which it is being made. For recurring payments, your withholding election will remain in effect until it is changed or revoked. You may change or revoke your election at any time prior to a payment being made by submitting IRS form W4, W-4P, W-4R, as appropriate. U.S. persons having their payment delivered outside the U.S. or its possessions may not make an election of NO withholding or choose withholding that is less than the default. In this case, if you choose no withholding or withholding that is less than the default, the default rate will be applied. Non-resident aliens are subject to a mandatory 30% withholding rate unless they are eligible for a reduced rate or exemption under a tax treaty and the required documentation is submitted.

FEDERAL WITHHOLDING RULES

Eligible rollover distribution - 20% withholding: Distributions you receive from qualified pension or annuity plans that are eligible to be rolled over tax free to an IRA or another qualified plan are subject to a flat 20% federal withholding rate. The 20% withholding rate is required, and you cannot choose not to have income tax withheld from eligible rollover distributions. You may elect withholding in excess of the mandatory 20% rate as a total percentage (no decimals), for example 25%. Dollar amounts are not allowed. You may also submit IRS Form W-4R to make this election. To obtain Form W-4R please go to the www.IRS.gov website or call 800-829-3676. Form W-4R also contains Marginal Rate Tables that can be used as a guide to determine how much to have withheld from your payment.

Periodic Payments: Withholding from periodic payments of a pension or annuity that are not rollover eligible is figured in a similar manner as withholding from wages. Periodic payments are made in installments at regular intervals over a period of more than 1 year*. You may elect out of withholding. If you do not elect out of withholding from your periodic payment, you must submit IRS Form W-4P to make your election. To obtain IRS Form W-4P please go to www.IRS.gov or call 800-829-3676. If you do not submit a Form W-4P, withholding will occur as if you had checked the "Single or Married Filing separately" box on Form W-4P and made no other elections.

*Periodic payments made from qualified retirement plans that are not based on life expectancy and are expected to last less than 10 years remain rollover eligible and are subject to the mandatory 20% withholding described above.

FEDERAL WITHHOLDING INSTRUCTIONS (If you do not check any of the boxes below or provide a Form W-4P or W-4R, then we will withhold based on the IRS default.)

- DO NOT** withhold any federal income tax unless mandated by law.
- (For periodic payments only) DO** withhold federal taxes using default wage withholding as if the "Single or Married Filing separately" box on Form W-4P was checked and no other elections were made.
- (For non-periodic payments only) DO** withhold federal taxes at the default percentage or at the following percentage (no decimals) that is greater than the default percentage _____.0%.

STATE WITHHOLDING INSTRUCTIONS

- DO NOT** withhold any state income tax unless mandated by law
- DO** withhold state taxes in the amount of \$_____ or _____% (If you make this election, a dollar amount or percentage must be specified and cannot be less than any required withholding.)

Note: If you do not make an election or if your state requires a greater amount of withholding, we will withhold at the rate specified by your state of residence for the type of payment you are receiving. In some cases, your state specific withholding election form is required to opt out of withholding or to choose a rate other than the state's default rate. Refer to the plan website for State Income Tax Withholding Notification and/or your State Department of Taxation for details.

HOW WOULD YOU LIKE TO RECEIVE YOUR WITHDRAWAL?

Once the withdrawal is processed, the funds will be sent within 2 - 3 business days.

- First class mail at no additional charge.**
- Expedited delivery.** I understand I will pay a nonrefundable fee of \$50 which will be deducted from my account.

Direct Deposit

Note: This is not an option for direct rollover. You must already have banking information on file with the Plan for at least 7 days in order for this payment to be deposited to your bank. To update Banking Information, go to the Personal Information section of your online account.

PARTICIPANT AUTHORIZATION

I am currently covered by the Workforce Transition Act (WTA) under the following public employer in Virginia:

Employer Name: _____ Employment Separation Date: ____/____/____

I understand if I am convicted of a felony related to my covered employment, my employer may direct any employer discretionary contributions treated as non-elective employer contributions be forfeited. Any person who knowingly presents a false or fraudulent claim is subject to criminal and civil penalties.

My signature acknowledges that I have received, read, understand and agree to all pages of the Workforce Transition Act Distribution Request Form, the Participant Distribution Instructions, and the Special Tax Notice, and affirm that all information that I have provided is true and correct. I understand that it is entirely my responsibility to ensure that this election conforms with all applicable provisions of the Internal Revenue Code (the "Code"). I understand that I am liable for any income tax and/or penalties assessed by the IRS for any election I have chosen. I understand that I may not make changes to this request once a check has been issued. If I have elected a periodic payment, I may make changes to future payments by contacting the Voya Financial number listed below. In the event that any section of this form is incomplete or inaccurate, Voya may not process the transaction requested on this form and may require that I complete a new form or provide additional or proper information before the transaction can be processed.

PARTICIPANT SIGNATURE _____ **DATE** _____

AUTHORIZATION - FOR VRS USE ONLY

Request Approved: Yes No

AUTHORIZED SIGNATURE: _____ **DATE:** ____/____/____

PRINTED NAME: _____ **TITLE:** _____

CHECKLIST

PLEASE REVIEW YOUR APPLICATION CAREFULLY.

- Liquidated self-managed accounts and transferred back into your plan's designated investments when requesting a distribution that requires funds held in it
- Indicated which plan this form applies to in the top section of the first page
- Confirmed that your address on file matches your current address
- Included your employment separation date
- Made your distribution selection and indicated the amount or percent where required
- Indicated your rollover institution and account number if you are requesting a rollover
- Selected a delivery method and removed ACH information on file if requesting a check
- Made your tax elections
- Signed and dated this form

If you have any questions or need to obtain additional plan or account information, please go online 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).

If your application is complete, please mail or fax the application 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