



Important information

about installment payments for Virginia

Retirement System Defined Contribution Plans

Starting January 1, 2025: Voya Financial® (Voya)* will become the record keeper for Virginia Retirement System Defined Contribution Plans (VRS DCP).

The deadline to request a withdrawal through MissionSquare Retirement** is before 4 p.m. on December 20, 2024. Payments not processed at MissionSquare will be processed by Voya as soon as administratively possible the week of January 6, 2025.

Plans impacted by this change*** include:

- Hybrid Retirement Plan – Defined Contribution Component
- Commonwealth of Virginia 457 Deferred Compensation Plan
- Virginia Cash Match Plan
- Optional Retirement Plan for Higher Education
- Optional Retirement Plan for PoliticalAppointees
- Optional Retirement Plan for Superintendents
- Virginia Supplemental Retirement Plan

You are receiving this notice because the records transferred from MissionSquare indicate you have installment payments in place from one or more of the above plans.

This letter advises you of two important changes:

1. **Banking and Tax Withholding Information WILL transfer automatically to Voya.** If you currently have banking and/or tax withholding information on file with MissionSquare, this information WILL transfer.

2. **The date of your installment payments may change. Please plan accordingly.**

- a. If your pay date is the 1st to the 14th, your installment payment will be processed by Voya on the 1st of the month.
- b. If your pay date is the 15th to the end of the month, your installment payment will be processed by Voya on the 15th of the month.

If you have questions:

You may call **833-625-0115** now for general inquiries related to the transition. Also you should visit **dcp.varetire.org/transition** for more information or to register for a live transition information webinar hosted by Voya.

Once the transition is complete in January 2025, you will use the same phone number (877-327-5261) you use today to access your DCP account and perform transactions.

- varetire.org/dcp-login
- 833-625-0115 through December 2024
- 877-327-5261 beginning in January 2025
- TDD: 800-579-5708

Speak with a Voya customer service associate Monday – Friday, from 8 a.m. to 9 p.m., ET., excluding stock market holidays.

*Voya Financial (NYSE: VOYA) is a premier retirement, investment and insurance company servicing the financial needs of millions of individual and institutional customers throughout the United States. Voya Institutional Plan Services, LLC (VIPS), a member of the Voya® family of companies, is the Plan's recordkeeper. VIPS provides you with Plan information, saving and investing education, transaction processing and more on your journey to retirement.

**MissionSquare Retirement is a separate entity and not a corporate affiliate of Voya Financial.

***Note the following will not be impacted by this transition: Optional Retirement Plan for Higher Education balances with TIAA and retirement plans recordkept by MissionSquare and not affiliated with the Virginia Retirement System or Voya Financial.

© 2024 Voya Services Company. All rights reserved.

CN3973207_1026

DCP

Virginia Retirement System

VOYA®