

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

NAME: _____ SOCIAL SECURITY NUMBER: _____

ADDRESS: _____ APT: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DAY PHONE: _____ EVENING PHONE: _____

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

EMPLOYER NAME: _____

MARITAL STATUS: MARRIED UNMARRIED

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 or contact a Customer Service Associate to verify that the Plan has your current address. Failure to do so may result in your check being mailed to an incorrect address. The contact information is available on the last page of this form. If the address on record is incorrect, please contact the plan. Verify that the Plan has been updated prior to submitting this form.
3. Sign and mail your form for processing.

PLEASE NOTE: AN INCOMPLETE APPLICATION WILL CAUSE A DELAY IN RECEIVING YOUR CHECK.

INSTALLMENT PAYMENT OPTIONS

New Installment Change Installments

Frequency: Monthly Quarterly Semi Annual Annual

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 15th and the 30th of the month chosen. Please confirm which date you would like your payment processed.

15th 30th Payment start month: _____

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.

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 opt out of income tax withheld from eligible rollover distributions. You may elect withholding in excess of the mandatory 20% rate.

Periodic Payments - Withholding from periodic payments of a pension or annuity that are not rollover eligible is figured in the same manner as withholding from wages. Periodic payments are made in installments at regular intervals over a period of more than 1 year. Periodic payments made from qualified retirement plans that are not based on life expectancy or are expected to last less than 10 years remain rollover eligible and are subject to the mandatory 20% withholding described above.

You may opt out of withholding. If you do not elect out, withholding from your periodic payment will be based on the marital status and withholding allowances you specified below. You may also elect an additional amount to be withheld from your payment. If you do not make an election, withholding will occur at a rate equal to an election of "Married with 3 withholding allowances".

You are responsible for understanding and planning for the tax implications of any withdrawal. You may wish to contact your financial/tax advisor before submitting this form.

FEDERAL WITHHOLDING INSTRUCTIONS

- DO NOT** withhold any federal income tax unless mandated by law
- DO** withhold federal taxes

Default: If no election is made, standard federal income tax withholding will occur applicable to your type of distribution.

Marital Status: Single Married Married, but withhold at higher "Single" rate

Total number of allowances: _____

Additional amount you want withheld from your payment(s) \$ _____ (**Note:** This amount is in addition to the standard federal withholding rate applicable to your distribution.)

Notice: Payments to non-resident aliens are subject to a 30% federal withholding tax, and U.S. persons with a residential mailing address outside the United States may be subject to a 30% federal withholding tax, unless they are eligible for a reduced rate or exemption under a tax treaty and the required IRS tax forms are submitted.

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 INSTALLMENT PAYMENTS?

Once the installment is processed, the funds will be available within 2 - 3 business days for distribution.

- First class mail.** If you previously set up an ACH Direct Deposit election and you choose this option, in advance of submitting this installment request, you must delete your banking information from your file either online or with a Customer Service Associate. If you do not delete the banking information, your installments will be directly deposited based on the banking instructions you have on file. You will not receive a check.
- Automated Clearing House Note:** 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 via ACH.

AUTHORIZATION

The participant/beneficiary/alternate payee certifies that to the best of his/her knowledge and belief the information provided on this form, including the Social Security Number or Taxpayer Identification Number, is accurate and complete. The individual receiving this payment acknowledges that he or she has received and understands the "Special Tax Notice Regarding Plan Payments" and affirmatively elects to waive the 30-day notice period required by applicable income tax regulations.

PARTICIPANT'S SIGNATURE _____ DATE _____

CHECKLIST

PLEASE REVIEW YOUR APPLICATION CAREFULLY

- Confirmed that your address on file matches your current address
- Made your selection on the frequency, start date and how much you would like your installments to be
- 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 PERASmartSave.voya.com or call the PERA SmartSave Service Center at 1-833-424-7283 (SAVE) (TTY/TTD users call 1-800-579-5708). Customer Service Associates are available Monday through Friday, 7:00 A.M. to 7:00 P.M. Mountain Time (excluding stock market holidays).

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

VIA FAX

Voya Financial
Attn: PERA SmartSave
1-844-299-2373

VIA MAIL

Voya Financial
Attn: PERA SmartSave
P.O. Box 24747
Jacksonville, FL 32241-4747

VIA OVERNIGHT DELIVERY

Voya Financial
Attn: PERA SmartSave
8900 Prominence Parkway
Jacksonville, FL 32256-8264