

# ADP TotalSource® Retirement Savings Plan

Keep thinking of your future

## Moving on?

Understanding your distribution options in the  
ADP TotalSource® Retirement Savings Plan



While you may have left the ADP TotalSource Retirement Savings Plan (the “Plan”), whether for other employment or retirement, you still have an account balance. As you decide what to do with your retirement savings, remember how important it is to keep that money working for your future. Fortunately, you have options available to you that may include staying invested in the Plan, based on your account balance. The following information can help you better understand all the options for your Plan account.

### Your options depend upon your account balance in the Plan.

#### If your Plan account balance is \$5,000 or less

You have 90 days to roll over<sup>1</sup> your money to another qualified plan or Individual Retirement Account (IRA) or request a distribution<sup>2</sup>. If you do not elect one of these options within this time, the following will occur:

- **Balance is less than \$1,000:** Your vested account balance will be automatically distributed to you by check.
- **Balance is between \$1,000 and \$5,000:** Your vested account balance will be automatically rolled over to a Voya IRA and a rollover packet will be mailed to you. By rolling over your savings, you can keep that money working for your future.

#### If your Plan account balance is greater than \$5,000

- You may retain your balance in the Plan.
- You may roll it over to another qualified plan or IRA<sup>1</sup>.
- You may take a distribution<sup>2</sup>.

### Benefits of staying in the Plan

If your vested account balance is \$5,000 or more, you may keep your retirement savings in the Plan and delay taking payments until age 72 (age 70½ if born before July 1, 1949), at which time you must begin taking minimum distributions. By remaining in the Plan, you can continue to choose from the carefully selected investment options and services the Plan offers, as well as, use the familiar tools and resources on the [participant website](#).

### Questions?

Distribution requests can be processed through [adptotalsource.voya.com](https://adptotalsource.voya.com) or by calling the Plan Service Center at (855) 646-7549. Simply press 0 to speak to a Customer Service Associate. They're available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (excluding New York Stock Exchange holidays).

Please ensure your mailing address and contact information is current when contacting Voya to avoid processing delays.



## Distribution Information

Distribution choices and rules can be complex. You are encouraged to speak with your tax advisor or financial planner before deciding how to take your distribution. Please make sure you have read and understand the Special Tax Notice. You can find the Special Tax Notice by going to: [adptotalsource.voya.com](https://adptotalsource.voya.com) > Plan Details > Forms.

To discuss your options, call the Plan Service Center at (855) 646-7549, press 0 and ask to speak with a Voya Retirement Consultant<sup>3</sup>. Voya Retirement Consultants are experienced financial professionals available to provide guidance on your retirement savings, including features of the Plan.

## Required Minimum Distributions

If you still have a balance in the Plan in the year that you turn 72 (age 70½ if born before July 1, 1949), you are required to take a required minimum distribution by April 1 of the following year. If you would like to speak with someone and review your options, call the Plan Service Center at (855) 646-7549, press 0 and ask to speak with a Voya Retirement Consultant.

## Distribution Options

You may elect to receive payment of your benefit in one of the following methods:

- **Lump sum** – this option provides you with one lump sum equal to the entire value of your vested account in the Plan.
- **Installment payments** – you may choose to receive your money in equal installment payments over a certain term. You cannot elect a number of installments that exceeds your life expectancy (or the joint and last survivor expectancy of you and your designated beneficiary) at the time installments are to begin.

<sup>1</sup> A rollover is not taxable to you until you take payment from that institution.

<sup>2</sup> If your account balance is paid directly to you, 20% of the taxable amount will be withheld and sent to the IRS. If you roll over the entire distribution within 60 days of receiving it, the 20% withholding will be credited toward your taxes. Any portion that is not rolled over will be taxable in the current year. Taxable distributions may also be subject to state withholding, based on your state's tax rules, as well as a 10% early withdrawal penalty if you are under age 59½.

<sup>3</sup> Voya Retirement Consultants are Investment Advisor Representatives and Registered Representatives of, and offer securities and investment advisory services through Voya Financial Advisors, Inc., member SIPC. Neither Voya Financial Advisors nor its registered representatives offer tax or legal advice. Consult with your tax and legal advisors regarding your individual situation.

<sup>4</sup> Brokerage services provided by TD Ameritrade, Inc., member FINRA/SIPC, a subsidiary of The Charles Schwab Corporation. TD Ameritrade is a trademark jointly owned by TD Ameritrade IP Company, Inc. and The Toronto-Dominion Bank. Used with permission. TD Ameritrade and Voya Financial are separate and unaffiliated and are not responsible for each other's policies or services.

## Outstanding Loans

If you have an outstanding loan from the Plan when your employment ends, the loan balance is immediately due to be repaid within 90 days. If you do not repay the loan by the deadline, the balance, including interest accrued to the date of default, will be automatically defaulted and the outstanding balance of your loan will be reported to the IRS as taxable federal income. At the time you take a distribution from the Plan, the defaulted amount will be subtracted from your Plan balance. You should consult a professional tax advisor before making a decision about a distribution.

## Self-Directed Brokerage Accounts

If you intend to take a Plan distribution and have a self-directed brokerage account (SDBA), you must liquidate the securities in your TD Ameritrade<sup>4</sup> SDBA and transfer the assets to your core account before making the request. Your distribution request will not be processed until the assets have been transferred to your core account.