NON-MONEY OUT TRANSACTION AUTHORIZATION FORM

VOYA FINANCIAL

As used on this form, the term "Voya," "Company," "we," "us" or "our" refer to Voya Retirement Insurance and Annuity (VRIAC) or Voya Institutional Plan Services (VIPS) as your plan's funding agent and/or administrative services provider. Contact us for more information.

FORM OVERVIEW

Form allows the Participant to provide permission for Financial Advisor(s) to process participant requested non-money out transactions online. Form may also be used to revoke Financial Advisor(s) online processing authorization.

EFFECTIVE DATE

Request is considered Effective when all required information on the form has been accurately completed, has been signed by the participant and has been received by your Financial Advisor.

1. PLAN INFORMATION *(Required)*

Plan # ____________________ Plan Name ____________________

Employee Name ____________________ SSN *(Required)* ____________________ Date of Birth ____________________

Resident Address *(# & street)* ____________________

City/Town ____________________ State ________ ZIP ____________________

Work Phone *(Include extension.)* ____________________ Home Phone ____________________

PARTICIPANT AUTHORIZATION/REVOCATION

☐ **Authorize Advisor Online Processing Permission**

By checking the "Authorize Advisor Online Processing Permission" box, I authorize my financial advisor(s), acting solely on my instruction, to submit transactions via Advisor Online Processing. This authorization applies to my current account(s) and any future account(s) that I may have with Voya, and further applies to current financial advisor(s) assigned to my account(s) and any financial advisor(s) assigned to my account(s) at a future date. I understand that I can revoke this authorization at any time.

- Note: Not all accounts allow Advisor Online Processing, and not all broker-dealers allow their financial advisors to process transactions online. The authorization you provide above will only apply to the accounts that permit Advisor Online Processing, and to financial advisors who have been authorized by their broker-dealer to participate in Advisor Online Processing. Please consult your financial advisor if you have any questions regarding this authorization. Upon request, your financial advisor will provide you a list of all financial advisors who are permitted to submit transactions based on your instruction and pursuant to this authorization.

☐ **Revoke Advisor Online Processing Permission**

By checking the "Revoke Advisor Online Processing Permission" box, I revoke and remove the authorization for my financial advisor(s) to submit transactions via Advisor Online Processing.

➡ Participant Signature ____________________ Date *(mm/dd/yyyy)* ____________________

RETURN INSTRUCTIONS *(Please keep a copy for your records.)*

Please return completed form to: Your retirement accounts Advisor

You will receive a confirmation upon completion of your request.