



ADP TotalSource® Retirement Savings Plan



Exciting changes are coming to your 401(k) plan

Moving to the ADP TotalSource® Retirement Savings Plan
Giving you access to new features, tools, and services

Your future retirement depends on making sound saving and investment decisions today. To help you plan and invest for your future, your employer, <<SUBSCRIBERNAME>> has elected to adopt the ADP TotalSource Retirement Savings Plan (“ADPTS Plan”). With this change, existing 401(k) plan assets and your account balance will transfer to the ADPTS Plan. The ADPTS Plan – recordkept by Voya Financial™, a leading recordkeeper of some of the largest 401(k) plans in America – offers you access to new plan features, tools, and services. You should have or will soon receive additional materials on the ADPTS Plan. **The enclosed FAQ and this document provide important information about how your existing 401(k) plan account will transfer to the ADPTS Plan, so please read carefully. You will find an overview of the transition schedule and how your account balance will transfer on pages 3 and 4 of this document.**

Employer’s Name <<SUBSCRIBERNAME>> (“Employer”)
Address <<ADDRESSLINE1>> <<ADDRESSLINE2>>
City, State, ZIP <<CITY>>, <<STATE>>, <<ZIP>>

Date of This Notice **CLICK TO ENTER DATE.**

TO ALL PARTICIPANTS IMPORTANT NOTICE CONCERNING YOUR RIGHTS UNDER THE
<<PRIORPLANNAME>>
AND THE MERGER OF YOUR PLAN INTO THE ADPTS PLAN

This Notice is to inform you that << Subscriber Name>> has elected to merge **CHOOSE AN ITEM. << PRIORPLAN NAME>>** (the “Plan”) into the ADPTS Plan effective <<MEPEFFECTIVEDATE>>. All Plan assets will be transferred to the ADPTS Plan on **ENTER TRANSFER DATE.**

As a result of this merger, you temporarily will be unable to direct or diversify investments in your individual accounts, obtain a loan from the Plan, or obtain a distribution or withdrawal from the Plan. This period, during which you will be unable to exercise these rights otherwise available under the Plan, is called a “blackout period.” This blackout period is required by the Plan’s recordkeeper in order to facilitate the transfer of your personal account information and account transaction history from your Plan to the ADPTS Plan. Whether or not you are planning retirement in the near future, we encourage you to carefully consider how this blackout period may affect your retirement planning, as well as your overall financial plan.

It is expected that the blackout period for the Plan will begin on **ENTER BO START DATE** and end on or about **ENTER BO END DATE.**

During the blackout period you will be unable to direct or diversify the assets held in your Plan account. For this reason, it is very important that you review and consider the appropriateness of your current investments in light of your inability to direct or diversify those investments during the blackout period. For your long-term retirement security, you should give careful consideration to the importance of a well-balanced and diversified investment portfolio, taking into accounts all of your assets, income and investments. You should be aware that there is a risk to holding substantial portions of your assets in the securities of any one company, as individual securities tend to have wider price swings, up and down, in short periods of time, than investments in diversified funds. Stocks that have wide price swings might have a large loss during the blackout period, and you would not be able to direct the sale of stocks from your account during the blackout period.

Once the merger is completed, all Plan assets will be invested with Voya Institutional Trust Company of Windsor, CT.



ADP TotalSource has retained a professional Registered Investment Advisor (“RIA”) to determine which of your Plan’s current investment funds has reasonably similar characteristics, including characteristics relating to risk and rate of return, to an investment fund (a “mapped fund”) available under the ADPTS Plan at Voya. Each of your Plan’s funds for which there is a mapped fund is set forth in the enclosed chart. Your assets invested in each investment fund under your Plan for which there is a mapped fund available, when received by Voya, will be invested automatically in such mapped fund. Therefore, it is very important that you review the investment funds in which your current Plan account balance is invested and the investment funds options into which your account will be mapped under the ADPTS Plan. If you would like your account to be invested differently under the ADPTS Plan than it would otherwise be after the above-described mapping, you should reallocate your account among your current Plan investment funds prior to the blackout so that after the mapping your account is invested as you desire. Of course, you will also have the opportunity at any time after the blackout to reallocate your account among the investment funds available under the ADPTS Plan. Attached is information which will allow you to compare the existing and new investment options with respect to each such fund. As soon as the transfer is complete, you will be told that your accounts are available to access.

In the event that you have amounts that are currently invested in a fund for which the RIA determines there is no mapped fund (i.e., no ADPTS Plan investment fund that is a reasonably similar investment option to such fund under your Plan, as designated in the enclosed chart), those amounts will automatically be invested in the ADPTS Plan’s mapped default investment option, one of the Voya Target Solution Trusts. For information regarding the Voya Target Solution Trusts, please refer to the enclosed Notice of Default Investment Fund for the ADPTS Plan.

Should you have any questions with respect to this transfer or any aspect of the ADPTS Plan, please contact <<CONTACTNAME>>, <<CONTACTPHONENUMBER>> at the address noted above or call (855) 646-7549 to speak with a Customer Service Associate. Customer Service Associates are available 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (excluding New York Stock Exchange holidays).



Transition Information

The transition of your account balance to Voya Financial will take place according to the schedule below. In addition, please note:

- There will be a period of time when you will not have access to your account being transferred (called a blackout period), but you will have access to your ADPTS Plan account if enrolled.
- Your balance in each current investment fund under your existing plan will transfer automatically to the ADPTS Plan fund option that has a similar investment objective (see other side). This process, often referred to as mapping, may require that your account be “out of the market” (not invested) during the blackout.

ENTER Contributions

ENTER Loan Repayments or pick blank field

ENTER Reamortization or pick blank field

If you are planning to make changes to your existing Plan account in the near future such as transferring balances to different funds, obtaining a loan, or requesting a withdrawal or distribution, these transactions must be completed before the cut-off dates noted below. Otherwise, such actions will have to wait until the transition to Voya is complete. Please note that any change in a contribution rate will need to be requested through your ADPTS Plan account, as this is your new 401(k) plan.	
Transition Period – Key Events Please note that all requests must be received before CHOOSE TIME. p.m. ET	Effective Date
Last day to enroll in existing plan	Click here to enter a date.
Last day to change contribution rate for existing plan	Click here to enter a date.
Last day to change investments for existing balance	Click here to enter a date.
Last day to request a general loan (if applicable)	Click here to enter a date.
Last day to request a residential loan (if applicable)	Click here to enter a date.
Last day to request a hardship withdrawal (if applicable)	Click here to enter a date.
Last day to request any other type of withdrawal or a distribution	Click here to enter a date.
Last day to access your account through existing Plan recordkeeper	Click here to enter a date.
Transition (blackout) period begins and you do not have access to the account being transferred	Click here to enter a date.
Transition (blackout) period ends and your balance will be reflected in your ADPTS Plan account	Anticipated to be the week of Click here to enter a date.

Transferring Balances to the New Funds

During the transition period, balances in your existing Plan account will be transferred (mapped) to the ADPTS Plan investment funds according to the table below.

If you have a balance in the following fund for the account that is transferring	It falls in this asset class	And will be “mapped” to the following ADPTS Plan fund
ENTER	Asset Allocation	Voya Target Solution Income Trust
ENTER	Asset Allocation	Voya Target Solution Trust 2020
ENTER	Asset Allocation	Voya Target Solution Trust 2025
ENTER	Asset Allocation	Voya Target Solution Trust 2030
ENTER	Asset Allocation	Voya Target Solution Trust 2035
ENTER	Asset Allocation	Voya Target Solution Trust 2040
ENTER	Asset Allocation	Voya Target Solution Trust 2045
ENTER	Asset Allocation	Voya Target Solution Trust 2050
ENTER	Asset Allocation	Voya Target Solution Trust 2055
ENTER	Asset Allocation	Voya Target Solution Trust 2060
ENTER	Stable	Stable Return Fund ¹
ENTER	Bond	BlackRock US Debt Index Fund
ENTER	Bond	Fidelity Advisor Total Bond Fund
ENTER	Balanced	Vanguard Balanced Index Fund
ENTER	Large Cap Blend	American Funds Washington Mutual Fund
ENTER	Large Cap Blend	BlackRock Russell 3000 Index Fund
ENTER	Large Cap Growth	Voya Large Cap Growth Portfolio Fund
ENTER	Mid Cap Value	John Hancock Disciplined Value Mid Cap Fund
ENTER	Mid Cap Growth	T. Rowe Price Mid Cap Growth Fund
ENTER	Small Value	Federated Clover Small Cap Value Fund
ENTER	Small Growth	T. Rowe Price New Horizons Fund
ENTER	Global/International	BlackRock MSCI ACWI Ex-US Index Fund
ENTER	Global/International	American Funds EuroPacific Growth Fund ²

¹ Amounts transferred from the Stable Return Fund must be held in a non-competing investment option for 90 days before they may be transferred to a “Competing Fund.”

² The American Funds EuroPacific Growth Fund does not permit transfers into the Fund for amounts equal to or greater than \$5,000 for a calendar 30-day period following a transfer out of the Fund for amounts equal to or greater than \$5,000.