



The Diocese of San Jose 403(b) Retirement Plan Enrollment Guide



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This guide provides a quick overview of how to enroll and start saving for the future in the **Diocese of San Jose 403(b) Retirement Plan** (the Plan). Please visit dsj403b.voya.com for detailed information on the Plan's features and investment options.

Joining the Plan is easy

After selecting Register Now and following the instructions, you can enroll in 3 simple steps! Refer to page 3 for registration instructions.

Step One: Choose your contribution rate. You can contribute up to 100% on a before-tax or Roth after-tax basis, or in a combination of both, up to the IRS annual limit. For more information, visit voyadelivers.com/IRSlimits. You can change your contribution rate at any time.

Step Two: Choose your investments. The Plan offers a broad selection of investment funds. Learn more about your investment options by visiting dsj403b.voya.com.

Step Three: Complete your beneficiary designation. Your beneficiary is the person(s) who will receive your vested account balance in the event of your death. Make your beneficiary election on the Plan website at dsj403b.voya.com or call **855-334-4983**. You can update your beneficiary at any time. Spousal consent is required if you do not wish to name your spouse as your beneficiary.

About Voya Financial®.

Voya Financial (NYSE: VOYA) is a leading provider of employer-sponsored retirement plans for customers in the corporate, healthcare, education and government sectors and is helping millions of people on their path toward a secure financial future. No matter what your goals may be, our goal remains the same — to help you plan, invest and protect the things that matter most. For more information on Voya and some informational videos, please visit voya.com.

Automatic Enrollment

Benefits eligible lay employees who do not actively enroll in the Plan within 30 days of their enrollment notice, will be automatically enrolled in the Plan with a 3% before-tax contribution rate with contributions invested in an age-appropriate Target Date Fund based on your birth year. Your default 3% before-tax contribution rate will automatically increase by 1% each year until your contribution rate reaches 9%. You will be notified before each change to your contribution rate.

PLAN FEATURES AND PROVISIONS

Employee Contributions to the Plan

- Traditional (Pre-Tax) Contributions
 - Plan automatically enrolls benefits eligible lay employees into the Plan
 - 3% of compensation; may elect a higher percentage
 - Automatic annual increase by 1% of compensation (up to 9%)
 - May elect to opt-out of the Plan
- Roth (After-tax) elective contributions
 - Option of making contributions with “after-tax” dollars to qualify for tax-free distributions at retirement (provided certain conditions are met)
- Or a combination of the two deferrals

Employer Contributions

- Employer contribution of 3% for benefits eligible lay employees
 - Determined per pay period, plus
- Employer Matching Contributions for benefits eligible lay employees
 - The Diocese of San Jose will match 100% up to 3%

Eligibility

- All lay employees who are expected to work 20 hours per week or more are eligible to participate in the plan and receive the employer contribution types.
- Participation is immediate with no service credit required
- Those who are part-time, benefits ineligible, or Religious order/Priests, are able to contribute to the Plan, but are not eligible to receive employer contribution or the match benefits as described above.

Vesting

- Employer non-elective Contributions – 100% immediate vesting
- Employer Matching – 100% immediate vesting
- Employee elective Contributions – 100% immediate vesting

Loans

- A loan is allowed in the Plan.

Automatic Rebalancing

- Once you achieve an investment allocation you are happy with, you can elect for your account to be re-balanced automatically on a variety of intervals.

Automatic Contribution Rate Increases

- Contributions will automatically increase for benefits eligible lay employees by 1% each year (Up to 9%), unless you choose another amount or opt out.

Statements

- Statements will be mailed to home addresses and accessible on the Voya participant website.
- You may also consider going green and signing-up for eDelivery as a simple and secure way to get your account statements and correspondence.

Outside Accounts

If you choose to rollover contributions from another plan, Voya has dedicated professionals to assist you during every step of the process. They will work with you to complete any necessary paperwork in order to efficiently move your balance to your selected investment options.

Should you be interested in rolling over outside assets into the Plan, you will have that option via the participant website, <https://dsj403b.voya.com>, where a transfer form can be found, or you can reach out to Voya's Account Consolidation Team **866-865-2660**. They will work with you to complete any necessary paperwork in order to efficiently move your balance to your selected investment options. Retirement Consultants are registered representatives of and offer securities through Voya Financial Advisors, Inc. (member SIPC), 909 Locust Street, Des Moines, IA 50309.

Roth

We are pleased to offer participating employees the option to make Roth after-tax contributions under the Plan. The Roth option combines the characteristics of traditional 403(b) plan contributions with the features of Roth individual retirement accounts (IRAs). Under the Roth option, you may make after-tax contributions and,

with a "qualified" distribution, receive any earnings on those contributions tax free at retirement*. The Roth option provides additional flexibility and control over when your contributions (including any related earnings) – and retirement income – will be subject to federal income tax.

*Contributions are taxed before they're invested but are withdrawn tax-free if qualifying conditions are met: Roth contributions must be held at least five years before date of distribution and you must be 59½ (assuming separation from service, death or disability).

Beneficiary Designations

You must designate your beneficiary with Voya online at dsj403b.voya.com. If you do not designate a beneficiary with Voya, your assets will be paid in accordance with the terms of the Plan.

TOOLS AND RESOURCES FOR EASY PLANNING

You know planning for retirement is important. With smart tools and resources readily available, we want to help make preparing for your retirement easier. You'll have access to many online tools including educational materials, calculators, estimators and personal performance tools.

Accessing your account

You can log on or call to access your account and perform transactions.

Plan Access Points:

- Website: dsj403b.voya.com
- Phone Number: 855-334-4983
- TDD Phone Number: 1-800-579-5708

How to register online and log in to your account

1. When you first access the website select **Register Now** below the **Enter** button and choose the way you would like to create your online account access.
2. Enter either the PIN that was sent to you by Voya and your Social Security number or Employee ID,
or
Your Social Security number and Date of Birth (and answer some questions).

3. Create a Username and Password. You will use them to access your account going forward through the Plan website and the **Voya Retire** mobile app. You will need your PIN to make transactions through the automated system or by speaking to a Customer Service Associate.
4. Provide an alternate email address and your mobile number for future recovery of your Username or Password, if needed.

Voya customer service associates are available Monday – Friday, from **5 a.m. to 5 p.m. PT**, excluding stock market holidays. The automated voice response system is available 24/7.

myOrangeMoney® web experience*

myOrangeMoney is an educational, interactive online experience that shows you how your current retirement savings may translate into monthly retirement income. It shows you where you stand today, highlights areas that need improvement, and lets you take immediate action to improve your readiness. Orange Money is the money you need to save for retirement, versus green money, which can be spent now. This back-to-basics approach helps you see the steps you need to follow to take control of your financial future.

People with special needs and their caregivers can also use myOrangeMoney to visualize their retirement goals and progress. myOrangeMoney will take your unique circumstances into account with eligibility for government programs, such as:

- Supplemental Security Income (SSI)
- Social Security Disability Insurance (SSDI)

Voya Retire mobile app***

The **Voya Retire** mobile app is a fast and easy way to access your retirement account, manage your savings

and evaluate whether you're on track toward reaching your goals—on the go! Search **Voya Retire** in your favorite app store.

Roth website

The Roth website provides saver scenarios and a comparison guide so you can learn more about before-tax and Roth after-tax contributions. Visit **voyadelivers.com/Roth** for more information.

KEY CONTACTS

For questions regarding plan features and provisions, please contact Voya Financial's Customer Care Center: **855-334-4983** weekdays from 5 a.m. to 5 p.m., Pacific Time (PT) to speak with a Customer Service Associate.

For questions regarding investment information, please contact Graystone Consulting**: **844-275-7688** weekdays from 8 a.m. to 5 p.m., Pacific Time (PT).

This information is intended as a brief summary of the plan provisions. If a conflict exists between the information in this summary and the plan documents, the plan document provisions will prevail.

***IMPORTANT:** The illustrations or other information generated by the calculators are hypothetical in nature, do not reflect actual investment results, and are not guarantees of future results. This information does not serve, either directly or indirectly, as legal, financial or tax advice and you should always consult a qualified professional legal, financial and/or tax advisor when making decisions related to your individual tax situation.

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Not FDIC/NCUA/NCUSIF Insured | Not a Deposit of a Bank/Credit Union | May Lose Value | Not Bank/Credit Union Guaranteed | Not Insured by Any Federal Government Agency.

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