

VBCPS 403(b) - Distribution Request Process

The following process describes how participants in the VBCPS 403(b) plan can initiate a Distribution request from their existing 403(b) Investment Provider account(s) and/or their Voya 403(b) account.

Step 1: Obtain Plan Authorization Certificate via planwithease.com (“PWE”)

Plan Authorization Certificate: VBCPS, as plan sponsor, must authorize all Distributions from the plan in accordance with the rules established by the plan document. In an effort to streamline that process, VBCPS has enlisted the support of PWE. By logging into the PWE website and accessing your account, you will be able to generate the required Plan Authorization Certificate that is unique to your transaction.

The instructions for accessing your account through PWE and generating the appropriate certificate is attached. If you need additional help with logging on and navigating PWE, you may contact a PWE customer service associate at (855) 464-6928.

Reminder: some distribution requests may require additional documentation be mailed or faxed to planwithease.com for review before approval can be granted.

Step 2: Obtain Distribution Request Form

Once you have an Approval Certificate from planwithease.com, you may contact the investment provider (legacy and/or Voya) that you want to request the Distribution form.

Step 2: Submit

Follow the investment provider’s instructions for completing the Distribution request and provide them with the Approval Certificate, it serves as VBCPS’s signature and authorization for your distribution request.

