



# PLAN HIGHLIGHTS AND DEFAULT INVESTMENT NOTICE

for the Roman Catholic Archdiocese of Boston 401(k)  
Retirement Savings Plan

## Your contributions

You may elect to contribute up to 100% of your eligible wages, which election can be in dollars or percentages of compensation, on a pre-tax and/or Roth after-tax basis, up to the annual IRS limit.<sup>1</sup> Please note that you may not contribute both in dollars and percentages at the same location. For a comparison of pre-tax and Roth contributions, visit [voyadelivers.com/roth](http://voyadelivers.com/roth). Your contributions are automatically deducted from your paycheck, and you can change your contribution rate at any time by logging in to [rcab.voya.com](http://rcab.voya.com). For more information, refer to *Changing Your Contribution Rate* on page 3.

If you attain age 50 during the calendar year, the Plan allows you to contribute an additional catch-up contribution over and above the normal IRS limit. You do not need to make a separate catch-up contribution election. Once you reach the IRS limit, your contributions will automatically become classified as catch-up contributions.

## Employer matching contributions

After one year of eligible service, in which you were credited with at least 1,000 hours of service, your employer will match 100% of the first 3% of eligible wages contributed, plus 50% of the next 2% of eligible wages contributed. If you contribute 5% of eligible wages or more to the Plan, you will receive a total of 4% in employer matching contributions. (Note: 4% is the maximum employer contribution). If you are an eligible priest, you are immediately eligible for employer matching contributions.

## Vesting

You are immediately 100% vested in your own contributions and investment earnings as well as in your employer matching contributions, which means that you fully own and control the money.

## MEET VOYA FINANCIAL®

Voya Institutional Plan Services, LLC (VIPS), a member of the Voya® family of companies, is the Plan's recordkeeper. VIPS provides you with Plan information, transaction processing, and saving and investing education on your journey to a secure retirement. Voya Financial (NYSE: VOYA) is a premier retirement, investment, and insurance company servicing the financial needs of millions of individual and institutional customers throughout the United States.

## Investment options

You decide how to invest the money in your account. The Plan offers a wide range of investment options to make it easy to build a diversified portfolio that's right for you. If you need help making investment decisions, professional advice is available. However, unless you choose a different investment option or options, your contributions will be invested in the default investment option for the Plan, which is the American Funds Target Date Retirement suite of funds.

The American Funds are "target date" funds that are invested in a mix of stocks and bonds. The mix becomes more conservative as you age. The American Funds investment options are offered in five-year increments. The date of the fund in which you are defaulted is based on your projected retirement date (assuming a retirement age of 65).

To get details on the Target Date Funds or any of the other investment options, including historical performance, expenses, fund fact sheets and more, go to the *Investments* section at [rcab.voya.com](http://rcab.voya.com).

If you do not make an active election, you will be automatically defaulted into one of these American Funds Target Date mutual funds. If the default investment option changes at any time in the future, you will be notified. See page 4 for more on investing in the Plan.

## Withdrawing money from the Plan

If you roll over money into the Plan from another qualified plan, you will be able to take an in-service withdrawal of your rollover contributions and its earnings at any time, regardless of age. However, unless you are experiencing financial hardship, you may not take a withdrawal of your contributions or employer contributions to the Plan unless you are age 59½ or older. After age 59½, withdrawals of before-tax contributions, employer contributions, and investment earnings will be taxed as ordinary income.<sup>2</sup> Qualified withdrawals of Roth contributions and earnings are tax-free.<sup>3</sup> For details on withdrawal provisions, visit [rcab.voya.com](http://rcab.voya.com).

## Borrowing from the Plan

The Plan is designed to help you build long-term savings to supplement your retirement income, but you are allowed to borrow a portion of your account balance before retirement. You pay yourself back, with interest, through loan repayments that are deducted from your paycheck. Plan rules allow you to borrow up to 50% of your vested account balance with employee contributions only. Your loan must not exceed \$50,000. You may have one loan outstanding at a time.

NOTE: If you are employed at more than one location and have a balance for each, the account with the higher account balance will be where you can request a loan. Your other plan will show zero loan dollars available. If you have a balance in more than two plans, you will have to call Voya at **855-817-1664** to request a loan.

## How will I access my new Voya account?

You will need your Voya-issued PIN (mailed separately to your address on file) to first access the Plan website, mobile app, or the Voya customer service center. The first time you log in to the Plan website or mobile app, you will be required to change your Password and establish authentication. You will always need your PIN for the Voya customer service center discussions. You can also reset your PIN to something more easily remembered after your initial log in.

### Accessing your 401(k) Retirement Savings Plan

 **Plan website:** [rcab.voya.com](http://rcab.voya.com)

 **Mobile:** **Voya Retire** mobile app

 **Retirement Service Center:** **855-817-1664**  
**Hearing impaired number:** **800-579-5708**

English- and Spanish-speaking Voya Customer Service Associates (CSAs) are available weekdays from 8 a.m. to 8 p.m. ET, excluding stock market holidays. You'll need your PIN to connect with a CSA.

## Important Notes

### If you previously worked for another employer in the Plan

If you still have a balance in the Plan, your account balance, beneficiary information, and any applicable loan balance and deductions will automatically transfer to your new Plan account. You can use your existing Personal Identification Number (PIN) that was provided to you by Voya.

### If you work for multiple employers in the Plan

You will maintain separate account balances, including contribution rates, investment elections, and beneficiaries for each employer.

# MANAGING YOUR 401(k) RETIREMENT SAVINGS PLAN ACCOUNT

## Estimating your savings progress with myOrangeMoney®<sup>4</sup>

Use the interactive myOrangeMoney online experience to see the projected income you may need in retirement and the estimated progress you have already made toward that goal. You can use the sliders next to the orange dollar to estimate how changes to your savings strategy may impact your income goals.

### Changing your contribution rate

The easiest way to change your contribution rate is through myOrangeMoney.® Use the sliders to try different contributions and when you're satisfied, just click *MAKE CHANGE NOW*. You can also go to the Contributions section on the Plan website, use the **Voya Retire** mobile app or call **855-817-1664**.

Increasing your contributions on a regular basis may help you reach your savings goals faster and the *Contribution Rate Escalator* can automatically make that happen on a schedule you set up. You can choose the increase percentage and how often it takes effect. You can change the settings, or turn off rate escalation, at any time.

## Designating a beneficiary

Your beneficiary is the person who will receive your account value if you die. It's important to have the right person listed and to occasionally review your designation, particularly after major life events such as marriage, the birth of a child, etc. Designate your beneficiary through the Plan website. If you contribute to the Plan from more than one location, you can make separate beneficiary elections. If you do not designate a beneficiary, your beneficiary will be set to your estate.

## Rebalancing your account

As the value of your investments change over time, the percentage of your account invested in each fund may get out of balance, which could affect your investment objectives and risk level. Automatic rebalancing can keep your portfolio at a preferred mix. You can set your account to rebalance monthly, quarterly, semi-annually or annually. If you manually change your investments or move money from one fund to another, automatic rebalancing will stop. If you want to continue to have your account rebalanced, you will have to reset the feature. You can start or stop automatic rebalancing at any time.

## Account transaction timing

Account transactions—such as changing contributions, selecting different investments, or transferring money from one fund to another—that are confirmed before 4 p.m., ET,

will be processed the same business day. Transactions confirmed after 4 p.m., ET, or on weekends or stock market holidays will be processed on the next business day.

## Transferring money from other retirement plans with rollovers

Balances from eligible retirement savings plans, such as a previous employer's plan, may be rolled into your RCAB 401(k) Plan account. Consolidating multiple plan accounts into your Plan account may make it easier to manage your savings because your money is all in one place. Download a *Rollover-in* form from the Plan website and follow the instructions.

## Communication Preferences

You will receive printed statements in the mail unless you elect otherwise.

If you prefer to receive electronic statements, go to **rcab.voya.com**, click *Communication Preferences > Paperless or Mail Options*. The *Statements and Documents* section of the Plan website gives you online access to your account statements at any time.

You have the flexibility to view your online account statements in the way that makes most sense to you. You may enter a specific date range and generate a statement view for that period, and select the information you would like to see on the statement. Any time you make a transaction on the website, through the **Voya Retire**® mobile app, or the Voya customer service line, a confirmation statement will be sent to your address on file.

## Getting help

You can call **855-817-1664** and speak to a Voya CSA. CSAs are available on weekdays from 8 a.m. to 8 p.m., ET, except on stock market holidays. Live chat is also available. CSAs can co-browse your online account to walk you through transaction steps and show you where to find specific resources and account features. You can also email simple Plan and account questions to **participantservices@voyacom**.

## Plan fees and expenses

Some of the costs of operating the Plan are shared by all participants. Investment funds have certain expenses that are deducted from fund returns. These fund expenses are listed on the fund fact sheets and on the Plan website. The Plan also charges a monthly fee to your account (0.00015 of assets) to cover the cost of Voya's standard record-keeping services (shown cumulatively on your quarterly statement). There are also one-time fees for certain Plan services, such as requesting a loan or a withdrawal.

# INVESTING IN YOUR RCAB 401(k) PLAN

Whether you're an experienced hands-on investor, a complete novice, or somewhere in-between, the Plan offers an investing path that will fit your needs.

Pick Your Mix	Target Retirement Funds	Investment Advice
<p>Build an investment portfolio that fits your goals and risk tolerance by selecting a diversified mix of investments from the Core Funds menu.</p> <p>Review your investment performance regularly and make adjustments to your portfolio when necessary.</p>	<p>Select the American Funds Target Retirement Fund with the date closest to your expected retirement date (the target date) and direct all of your savings into that one fund.</p> <p>Each Target Retirement Fund is a professionally managed, diversified mix of investments appropriate for the time horizon from today to the target date.</p> <p>Funds automatically adjust the investment mix to reduce potential risk as the target date nears.</p>	<p>The investment advice is offered through Voya Retirement Advisors<sup>5</sup> (VRA), powered by Edelman Financial Engines<sup>®</sup>.</p> <p>With VRA, you can receive investment advice through the following options:</p> <p><b>Speak to a VRA Investment Advisor Representative</b> to get personalized advice from a licensed representative over the phone weekdays from 8 a.m. to 8 p.m., ET. There are no additional fees for this support.</p> <p><b>Online Advice</b> is a no-cost service available through the RCAB 401(k) Plan to all participants.</p> <p><b>Professional Management</b> is a fee-based service for participants who prefer to have their account managed for them.</p>

To get details on the investment options, including historical performance, expenses, fund fact sheets and more, go to the *Investments* section at [rcab.voya.com](http://rcab.voya.com).

For details on the *Online Advice* and *Professional Management* services offered through Voya Retirement Advisors, select the Voya Retirement Advisor link on any page of the Plan website, or call **855-817-1664** and ask to speak to a VRA Investment Advisor Representative.

**Take advantage of the RCAB 401(k) Plan and bring your financial future to life!**

This guide is a brief, non-technical description of certain provisions of the Roman Catholic Archdiocese of Boston 401(k) Retirement Savings Plan. It is not intended to be a complete statement of Plan provisions. If a description in this summary differs from the Plan documents, the Plan documents prevail.

<sup>1</sup>Plan contributions are subject to annual IRS limits. For details, visit [voya.com/irslimits](http://voya.com/irslimits)

<sup>2</sup>Withdrawals from the Plan may be subject to 20% federal tax withholding and state tax withholding may also apply. Employee before-tax contributions that are part of a hardship withdrawal are not subject to the 20% withholding. Federal, state and local taxes may also apply and if you are younger than 59½, a 10% early withdrawal penalty may apply. Note: The rules governing distribution provisions in this Plan may be different from the distribution provision rules from which rollover money originated. The Plan withholding rules for distributions may apply to rollover money from other Plans.

<sup>3</sup>To qualify for tax-free Roth withdrawals, your Roth account must have been open for at least five years and you must be age 59½ or older, or disabled.

<sup>4</sup>**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.

<sup>5</sup>**Advisory Services provided by Voya Retirement Advisors, LLC (VRA).** VRA is a member of the Voya Financial (Voya) family of companies. For more information, please read the Voya Retirement Advisors Disclosure Statement, Advisory Services Agreement and your Plan's fact sheet. These documents may be viewed online by accessing the advisory services link through your Plan's website. You may also request these from a VRA Investment Advisor Representative by calling your Plan's information line. Financial Engines Advisors L.L.C. (FEA) acts as a sub advisor for Voya Retirement Advisors, LLC. Financial Engines Advisors L.L.C. (FEA) is a federally registered investment advisor. Neither VRA nor FEA provides tax or legal advice. If you need tax advice, consult your accountant or if you need legal advice consult your lawyer. Future results are not guaranteed by VRA, FEA or any other party and past performance is no guarantee of future results. Edelman Financial Engines<sup>®</sup> is a registered trademark of Edelman Financial Engines, LLC. All other marks are the exclusive property of their respective owners. FEA and Edelman Financial Engines, LLC are not members of the Voya family of companies.

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