



## SUMMARY PLAN DESCRIPTION FOR THE TRS SUPPLEMENTAL SAVINGS PLAN

### About this Summary Plan Description

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The TRS Supplemental Savings Plan (SSP or Plan) was established to help active TRS members build their personal retirement savings. Savings in the SSP can be an important source of retirement income to help supplement your TRS pension, along with your personal savings.

This Summary Plan Description (SPD) is intended to summarize the principal provisions of the SSP. It is not the “plan document” for the SSP, which is the formal governing instrument for the SSP. The SSP plan document may contain additional important information.

If there are any conflicts between this SPD and the SSP plan document, the SSP plan document will control. You can obtain a copy of the SSP plan document at <https://www.trsil.org/Supplemental-Savings-Plan>.

This SPD describes the terms of the SSP as in effect on **August 15, 2023**. The terms of the SSP may change in the future.

### Eligibility

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Active TRS members who are full-time or part-time contractual employees of a participating employer are eligible to participate in the SSP. Your participation in the SSP is voluntary.

Retired and inactive TRS members are not eligible to participate in the SSP.

The SSP is intended to help supplement your TRS pension. Retirement savings under the SSP will not replace your TRS pension.

### Enrolling in the SSP

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#### *Enrollment for Active TRS Members First Employed in a TRS-Covered Position Prior to January 1, 2023*

Eligible employees first employed in a TRS-covered position prior to January 1, 2023, can enroll in the SSP by using one of two methods:

1. Enroll online through the participant website at [trsilssp.voya.com](https://trsilssp.voya.com). Select *Register Now* below the *Enter* button and choose the way you would like to create your online account access. Enter either your Social Security number and the PIN that was sent to you via mail

by Voya or your Social Security number and date of birth. Create a username and password, which you will use to access your account going forward through the Plan website and the Voya Retire mobile app. Provide an alternate email address and your mobile number for future recovery of your username or password, if needed.

2. Enroll by calling the TRS SSP Service Center at **844-877-4572 (844-TRS-457B)**, to speak with a TRS SSP Service Associate. Associates are available Monday through Friday, from 7 a.m. to 7 p.m. CT, excluding stock market holidays.

You may also speak with a TRS SSP representative for assistance with enrolling in the SSP, receiving information regarding investment options, and using the educational tools and resources offered through the SSP. Go to <https://trssp457b.timetap.com> to schedule an appointment with a local TRS SSP representative.

*Automatic Enrollment for Active TRS Members First Employed in a TRS-Covered Position On or After January 1, 2023*

Eligible employees first employed in a TRS-covered position on or after January 1, 2023, will be automatically enrolled in the SSP and deemed to have elected to make pre-tax contributions equal to 3% of their compensation to the SSP, unless they affirmatively elect to not make contributions, make contributions in a different amount, or choose an investment option other than the default investment option (defined below), using the methods outlined in the preceding section.

Eligible employees will receive an Automatic Enrollment Notification letter in the mail which will include the automatic enrollment effective date. The letter outlines instructions on how to make an affirmative election to enroll or not enroll in the SSP in advance of the automatic enrollment effective date.

Eligible employees can confirm their scheduled automatic enrollment on the SSP participant website at [trsilssp.voya.com](https://trsilssp.voya.com). Eligible employees who are automatically enrolled in the SSP will receive a Confirmation of Enrollment.

Eligible employees who are automatically enrolled in the SSP will have their contributions invested in the Target Date Retirement Fund closest to their expected retirement date at age 65 based on their date of birth (default investment option). If this occurs, you will be deemed to have given investment direction to invest your SSP account in the default investment option.

**Note: If a member is automatically enrolled in the SSP and then is hired as a full-time or part-time contractual TRS-covered employee by a second participating employer, the automatic enrollment will also apply with respect to employment at the second employer.**

Eligible employees who are automatically enrolled in the SSP can stop automatic contributions at any time through the SSP participant website at [trsilssp.voya.com](https://trsilssp.voya.com) by changing their contribution percentage to 0% or by calling the TRS SSP Service Center at **844-877-4572 (844-TRS-457B)**.

### Automatic Enrollment Permissible Withdrawal

Eligible employees who are automatically enrolled in the SSP may, within 90 days of their initial automatic contribution, elect to withdraw the automatic contributions from their account. Employees can request a permissible withdrawal through the SSP participant website at [trsilssp.voya.com](http://trsilssp.voya.com) under *Contributions & Savings>Manage Contributions*.

The automatic enrollment permissible withdrawal is an exception to the general restrictions on SSP withdrawals. Any such distribution request will be treated as an affirmative election to stop having automatic contributions made to the SSP. Employees who elect to withdraw their automatic contributions through a permissible withdrawal will forfeit any employer matching contributions made with respect to such automatic contributions.

The amount an employee elects to withdraw will be adjusted for any gains, losses or fees while invested in the default investment option. Any such withdrawal will be included in your taxable income.

Employees who do not elect to withdraw the automatic contributions from their account within 90 days of their initial automatic contribution will ***not*** be able to withdraw the automatic contributions until eligible for a withdrawal under the SSP's general distribution provisions.

**Note: Eligible employees who make an affirmative election to contribute to the SSP (e.g., a contribution that is less than or greater than 3% of compensation) or affirmatively elect to change the investment selection from the default investment option will ***not*** be able to withdraw their contributions until they are otherwise eligible for a withdrawal under the SSP. See *Withdrawal Options* for more information.**

### Remember to Designate Your Beneficiaries

It's important to make your beneficiary designation once you are enrolled in the SSP, as well as to periodically review your beneficiary designation to make sure it is still current. In your online account, go to *Personal Information*, and then to *Beneficiary Information*. Next, select *Add/Edit Beneficiary*. If you have not designated a beneficiary for your SSP account on the date of your death, your account will be paid to your spouse or civil union partner, or if none, to your estate. You may change your beneficiary designation at any time through the SSP participant website at [trsilssp.voya.com](http://trsilssp.voya.com) or by calling the TRS SSP Service Center at **844-877-4572 (844-TRS-457B)**.

### When SSP Contributions End

SSP participants may no longer contribute to the SSP when they:

- terminate employment with their current employer;
- no longer meet the definition of eligible employee;
- have made contributions equal to the IRS maximum contribution limits for the calendar year (inclusive of all 457(b) plans they are participating in); or
- are no longer receiving compensation from their employer (i.e., an unpaid leave of absence).

### When SSP Participation Ends

Employees enrolled in the SSP remain participants until their entire account has been fully withdrawn. See *Withdrawal Options* for more information on account distributions.

## **Costs of Participating in the SSP**

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Fees and expenses charged to your SSP account will reduce your retirement savings and fall into three general categories:

- *Plan administration fees* – To cover plan-related expenses, including but not limited to record keeping, participant education, and administrative professional services, the SSP assesses to each SSP account an annual, flat-dollar fee of \$100, referred to as the Plan Administrative Fee. The Plan Administrative Fee is assessed on a quarterly basis (\$25/quarter) and will be reflected in your transaction history available on the SSP participant website, as well as on your account statements. The Plan Administrative Fee is *in addition to* asset-based fees associated with SSP investment options (discussed below).
- *Asset-based fees* – Asset-based fees (e.g., investment management fees and other operating expenses) are used to cover the expenses related to running an investment option. When you invest your account in one or more investment options available under the SSP, asset-based fees are deducted directly from your investment returns. You can obtain more information about these fees, as well as the documents that describe the SSP investment options, in the *Fund Information* section of the SSP participant website at [trsilssp.voya.com](http://trsilssp.voya.com).
- *Transaction-based fees* – Transaction-based fees are charged directly to your SSP account if you elect to make certain transactions. For example, your account will be charged a transaction-based fee if you request an overnight delivery.

## **Contributing to the SSP**

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### Employee Contributions

Once enrolled in the SSP, you can elect the amount you want to contribute per paycheck to your SSP account in whole dollar increments or in whole percentage increments of your compensation. You must contribute a minimum of \$30 per pay period if you choose to contribute in whole dollar increments. You must contribute a minimum of 1% per pay period if you choose to contribute in whole percentage increments.

You can elect to make pre-tax contributions, Roth after-tax contributions, or both pre-tax contributions and Roth after-tax contributions to the SSP.

- *Pre-Tax Contributions*. Pre-tax contributions (also referred to as before-tax contributions) come out of your pay before federal, state and local income taxes are deducted. This means that you won't pay income taxes on the contributions at the time they are made to the SSP. Additionally, earnings on your pre-tax contributions accumulate tax-free.

When you make a withdrawal from the SSP, the full amount of your pre-tax contributions, including any earnings generated on those contributions, will be included in your taxable income.

- **Roth After-Tax Contributions.** Roth after-tax contributions come out of your pay after federal, state and local income taxes are deducted. This means that you pay income taxes on the contributions at the time they are made to the SSP. However, earnings on your Roth after-tax contributions accumulate tax-free. Your withdrawal of Roth after-tax contributions will not be included in your taxable income and, if your withdrawal is qualified, earnings generated on these contributions can also be withdrawn tax-free.

A distribution of Roth after-tax contributions is qualified if it has been at least five years since you made a Roth after-tax contribution or Roth rollover contribution to the SSP, and you are at least age 59 ½, disabled, or have died. The 5-year holding period begins on January 1 of the year in which you make your first Roth after-tax contribution. Visit [voyadelivers.com/Roth](http://voyadelivers.com/Roth) for more information.

Your election to contribute to the SSP is an agreement between you and your employer to reduce your salary by the elected amount or percentage of your compensation each payroll period and to remit that amount to the SSP. If you are automatically enrolled in the SSP as described above, you are deemed to have agreed to enroll in the SSP and to contribute 3% of your compensation as a pre-tax contribution to the SSP.

You may change or stop your contributions at any time through the *Contributions & Savings* section of the SSP participant website at [trsilssp.voya.com](http://trsilssp.voya.com) by selecting *Manage Contributions* or by calling the TRS SSP Service Center at **844-877-4572 (844-TRS-457B)**. An election to change your contribution amount or type, or to stop your contributions, will be effective as soon as administratively practicable following the date the election is made.

#### SSP Contributions Applicable to all Participating Employers

If you work for multiple participating employers, your pre-tax and/or Roth after-tax contribution elections will apply to the compensation you earn as an eligible employee from all such employers.

For example, a participant works for two participating employers, and elects to contribute \$30 per pay period to the SSP. This amount will be deducted from the participant's compensation paid by each employer, for a total deduction of \$60 per pay period.

As another example, a participant is automatically enrolled in the SSP and has a pre-tax contribution made to the SSP on his behalf equal to 3% of compensation. The participant is then hired as an eligible employee by a second participating employer. The 3% pre-tax contribution election will automatically be applied with respect to the participant's

employment at the second employer.

**If you work for multiple participating employers, please carefully consider the amount you want to contribute in total across all employers.**

#### Automatic Rate Escalator

You can choose to use the Automatic Rate Escalator tool to select regularly scheduled increases to both your pre-tax and Roth after-tax contributions through the participant website at [trsilssp.voya.com](https://trsilssp.voya.com) or by calling the TRS SSP Service Center at **844-877-4572 (844-TRS-457B)**. You have the choice to pick the amount and frequency of subsequent contribution increases. The frequency options are one-time, quarterly, semi-annually, or annually. Your automatic rate escalation election is an agreement between you and your employer to increase your contributions accordingly. If you change your contribution amount, it will automatically cancel your rate escalator election.

#### Age 50 + Catch-up Contributions

Participants who are or will be age 50 or older by the end of the current calendar year, and who have made contributions up to the IRS regular contribution limit for the year, are eligible to make additional catch-up contributions to the SSP. The Age 50 + Catch-up contribution must be separately elected, and will not be automatically deducted when your contributions exceed the IRS regular contribution limit.

You can elect, change or stop Age 50 + Catch-up contributions at any time through the *Contributions & Savings* section of the SSP participant website at [trsilssp.voya.com](https://trsilssp.voya.com) by selecting *Manage Contributions* or by calling the TRS SSP Service Center at **844-877-4572 (844-TRS-457B)**. Your Age 50 + Catch-up election is an agreement between you and your employer to increase your contributions accordingly.

#### 3-Year Special Catch-up Contributions

The SSP also permits 3-Year Special Catch-up contributions. This catch-up provision is available to participants for the three calendar years prior to the year in which they attain their normal retirement age. Normal retirement age is age 70 ½, unless the participant elects an earlier normal retirement age that is no earlier than the age at which the participant has the right to retire under the TRS pension plan and receive immediate unreduced pension benefits. You do not need to actually retire on the date that you reach your normal retirement age to take advantage of the 3-Year Special Catch-up.

Please contact the TRS SSP Service Center at **844-877-4572 (844-TRS-457B)** or go to the *Plan Details* section of the SSP participant website at [trsilssp.voya.com](https://trsilssp.voya.com) to obtain the required form to elect the 3-Year Special Catch-up contribution. Your 3-Year Special Catch-up election is an agreement between you and your employer to increase your contributions accordingly.

**Note: Participants cannot make both Age 50 + Catch-up and 3-Year Special Catch-up contributions at the same time.**

### Employer Contributions

If selected by your employer, you may be eligible to receive an employer matching contribution. The match amount, if any, will be communicated to you by your employer. Eligible employees who elect to withdraw their automatic contributions from their SSP account within 90 days of their initial automatic contribution, will forfeit any employer matching contributions made with respect to those automatic contributions. The forfeited matching contributions will be used to reduce plan expenses.

If selected by your employer, you may also be eligible to receive an employer nonelective contribution. The nonelective contribution amount, if any, will be communicated to you by your employer.

### Rollover Contributions

Participants may transfer both pre-tax and Roth after-tax rollover contributions from eligible retirement plans, including 401(a) plans (e.g., money purchase pension or profit sharing plans), 401(k) plans, 403(b) plans, governmental 457(b) plans, and IRAs, to the SSP.

If you have a retirement plan account from a previous employer and you are interested in consolidating your assets into your SSP account, please contact the TRS SSP Service Center at **844-877-4572 (844-TRS-457B)** for information on rollover eligibility and requirements. A rollover form is available in the *Plan Details* section of the SSP participant website at [trsilssp.voya.com](https://trsilssp.voya.com). A rollover contribution must be directly transferred from your prior employer's plan or, for pre-tax rollover contributions, contributed by you within 60 days after you receive a distribution from your prior employer's plan.

You are encouraged to talk with your tax advisor or financial planner prior to requesting a rollover.

### Limits on Contributions

The total amount of your employee contributions and employer contributions cannot exceed IRS contribution limits. Federal tax law limits the maximum amount that may be contributed to the SSP each year on your behalf in several ways. Please see [voya.com/IRSlimits](https://voya.com/IRSlimits).

### Important Note Regarding Military Service

If you take a leave of absence for qualified military service, and return to active employment within the time period prescribed by federal laws relating to the reemployment of veterans, you will have the right to make up pre-tax contributions and/or Roth after-tax contributions that you could have made had you remained in active employment during the period of military service, as well as share in allocations of any employer contributions, if applicable. To learn more, please contact the TRS SSP Service Center at **844-877-4572 (844-TRS-457B)**.

### Vesting

Vesting means ownership of the money in your account. Under the Plan, you're always 100% vested in your own contributions, employer matching\* and non-elective contributions, any rollover contributions, and any investment earnings on those contributions.

*\* Employees who elect to withdraw their automatic contributions through a permissible withdrawal will forfeit any employer matching contributions made with respect to such automatic contributions.*

### In-Plan Roth Rollover

You may rollover your pre-tax contribution account and employer matching or nonelective contribution accounts, if any, under the SSP to a Roth after-tax contribution account under the SSP. You do not have to be eligible for a withdrawal from the SSP to make an in-plan Roth rollover under the SSP. The amount that you choose to rollover will be included in your taxable income that year. A Roth In-Plan Conversion form is available in the *Plan Details* section of the SSP participant website at [trsilssp.voya.com](https://trsilssp.voya.com).

## **Choosing Where to Invest Your Plan Money**

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The SSP offers a diverse array of investment options for participants to choose from. You have the right to direct your SSP account contributions among the SSP's diversified lineup of investment options in whole percentage increments.

Detailed information about the investment options, including an explanation of the investment objectives and risk and return characteristics, fund expense ratios and historical performance information, is available in the *Fund Information* section of the SSP participant website at [trsilssp.voya.com](https://trsilssp.voya.com). You should review this information before investing in any investment option.

Before you make your investment decisions, you should evaluate your choices carefully by reviewing each investment option's performance as well as any other available information about the investment. You should consider the degree of risk with which you are comfortable, the extent you wish to diversify your investments to manage investment risk, and the amount of time available to you to achieve your financial goals. Past performance is not a guarantee of future results, and investments in investment options are not deposits into a bank or insured or guaranteed by the FDIC or any other government agency. Investment in the investment options involves risk, including the risk of loss of principal.

**You are responsible for choosing how to invest your SSP account and will be responsible for any losses that result from your investment choices. TRS and your employer are not responsible for any such losses. It is your responsibility to monitor the performance of the investment options you select. The value of your account will fluctuate based on the performance of the investment options. Give your investment decisions thoughtful consideration and regularly review your investment allocations. TRS, your employer, and Voya Financial are not authorized to give you investment advice. You should seek advice from your own financial advisor with respect to your investment elections.**

If you do not make an affirmative investment election, including in the event of automatic enrollment, you will be defaulted to the Target Date Retirement Fund closest to your expected retirement date at age 65 based on your date of birth. If this occurs, you will be deemed to have given investment direction to invest your SSP account in the default investment option.

You may change your investment options at any time through the *Investments & Research* section of the SSP participant website at [trsilssp.voya.com](https://trsilssp.voya.com). Simply select *Edit My Investments*. You may also change your investment options through the Voya Retire mobile app or by calling the TRS SSP Service Center at **844-877-4572 (844-TRS-457B)**. Please see the *Fund Information* section of the SSP participant website at [trsilssp.voya.com](https://trsilssp.voya.com) for more information on the available investment options.

The value of your SSP account changes with the performance of the investment options you select and as you and your employer, if applicable, make contributions. After the end of each business day, your account balance is updated to reflect all account activity. Your account balance is available at [trsilssp.voya.com](https://trsilssp.voya.com) or by calling the TRS SSP Service Center at **844-877-4572 (844-TRS-457B)**. You will receive electronic quarterly statements of your SSP account reflecting all activity for the previous quarter generally within 30 days following the end of each calendar quarter.

Transactions completed before the close of the market, generally 3 p.m. CT, will be processed the same day. Transactions completed after market close or on a non-business day will be processed the next business day.

#### Automatic Account Rebalancing

You have the option of having your account automatically rebalanced according to your investment allocations on file for future contributions. It's an easy way to keep your portfolio on track.

You have the option to set automatic account rebalancing for a specific rebalancing period, either quarterly, semi-annually, or annually. If you elect rebalancing, you may stop it at any time. If you change your investment options or make a fund transfer, automatic account rebalancing will stop.

You will receive a confirmation statement via email or mail, depending on how you choose to set up your communication preference, showing the automatic rebalancing activity in your account after each rebalancing transaction occurs.

## **Loans**

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Loans are not available from the SSP.

## **Withdrawal Options While Employed**

Although the SSP is designed primarily for retirement, you may be able to withdraw all or a portion of your SSP account while you are employed by a participating employer. The types of in-service withdrawals that may be available are listed below. You can request a withdrawal through the SSP participant website under *Account>Withdrawals*, or for certain withdrawal types, through a form available in the *Plan Details* section of the SSP participant website at [trsilssp.voya.com](https://trsilssp.voya.com).

Withdrawal choices and rules can be complex. You are encouraged to talk with your tax advisor and/or financial planner before deciding whether and how to take an in-service withdrawal. For general information concerning withdrawal options, you may call the TRS SSP Service Center at **844-877-4572 (844-TRS-457B)**. In-service withdrawals are taken pro-rata from the investment options in which your account is invested.

#### Withdrawals at Age 59 ½

When you have reached the calendar year in which you turn age 59 1/2, you may elect to withdraw all or any portion of your SSP account balance.

#### Withdrawals from your SSP Rollover Account

If you have made rollover contributions to the SSP, you may elect to withdraw all or any portion of your rollover contribution account at any time.

#### Withdrawals for Unforeseeable Financial Emergencies

A participant who has not had a severance from employment and who has exhausted all other available in-service withdrawal options, may request a withdrawal due to an unforeseeable financial emergency, which is generally defined as a severe financial hardship resulting from:

- An illness or accident of the participant, the participant's spouse or civil union partner, or the participant's dependent;
- Loss of the participant's property due to casualty (including the need to rebuild a home following damage not otherwise covered by homeowner's insurance); or
- Other similar extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the participant.

The amount available for an unforeseeable financial emergency withdrawal is limited to the amount reasonably necessary to relieve the participant's need. Documented proof of an unforeseeable financial emergency must be provided to Voya for review as part of the withdrawal application. You can request an unforeseeable financial emergency withdrawal and upload your supporting documentation through the SSP participant website at [trsilssp.voya.com](https://trsilssp.voya.com).

#### Service Purchase Withdrawals

You may elect to have any portion of your pre-tax contribution account or employer matching or nonelective contribution account transferred to a defined benefit governmental plan, if permitted by that plan, to purchase permissive service credit. A Purchase of Service Credits Request form is available in the *Plan Details* section of the SSP participant website at [trsilssp.voya.com](https://trsilssp.voya.com).

#### Plan-to-Plan Transfer Withdrawals

You may elect to transfer all or a portion of your account from the SSP to another governmental 457(b) plan sponsored by your employer, if permitted by the other plan. A 457(b) Plan-to-Plan Transfer Out form is available in the *Plan Details* section of the SSP participant website at [trsilssp.voya.com](https://trsilssp.voya.com).

### Automatic Enrollment Contribution Withdrawals

For information on the ability to withdraw automatic enrollment contributions within 90 days of an eligible employee's initial automatic contribution, please refer to *Automatic Enrollment Permissible Withdrawal* (above).

## **Withdrawal Options Available upon Severance from Employment**

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When you terminate employment or retire (referred to as "severance from employment" in the SSP), you are entitled to a distribution of your entire SSP account balance. A severance from employment is a complete termination of employment with your employer, and with any other participating employer for whom you are providing services as an SSP eligible employee.

You can request a withdrawal through the SSP participant website at [trsilssp.voya.com](https://trsilssp.voya.com) under *Account>Withdrawals*. Withdrawal options and rules can be complex. You are encouraged to talk with your tax advisor or financial planner before deciding how to take your withdrawal. You can call the TRS SSP Service Center at **844-877-4572 (844-TRS-457B)** to learn more about your withdrawal options.

**Note: If at the time you retire or terminate employment you have any prearranged agreement with your employer to return to work, then you have not had a severance from employment under IRS rules, and are not eligible for a withdrawal. Additionally, if you are rehired by the same or a different SSP participating employer as an SSP eligible employee, you are not eligible to request a withdrawal from your SSP account until you are again entitled to a withdrawal under the terms of the SSP (e.g., until you are eligible for an in-service withdrawal or have a severance from employment with your new employer). An individual on a leave of absence or an employee at the end of a contract year is not considered to have had a severance from employment.**

You may elect to receive your distribution of your SSP account balance in one of the following forms discussed below:

- A single lump sum payment
- A partial payment, with the rest of your account balance remaining in the SSP account
- Installment payments, which can be paid out monthly, semi-annually or annually (payment frequency may be changed)
- A rollover of your SSP account balance to another eligible retirement plan (e.g., an IRA, or 403(b), governmental 457(b), or 401(k) plan, if the plan accepts rollovers)

**Note: Prior to rolling money over, you should verify that plan's distribution options with respect to rolled-in money to determine if there are any restrictions.**

Distributions from the SSP that are eligible for rollover to another plan are subject to 20% federal tax withholding if they are not rolled over, excepting Roth after-tax contributions and qualifying Roth after-tax earnings.

### Required Minimum Distributions

Federal law requires that you take a required minimum distribution (RMD) from your SSP account by no later than April 1 of the calendar year following the calendar year that you turn age 73 (or 70 ½ if you were born prior to July 1, 1949, or 72 if you were born on or after July 1, 1949 and before January 1, 1951), or, if later, April 1 of the calendar year following the calendar year that you terminated employment. The RMD is calculated using your account balance as of the last day of the previous year. If you wait until April 1 to take your initial RMD, you will be required to take your second RMD by December 31 of that year and will be taxed on both distributions in that year. If you do not timely take your RMD, you could be subject to a 25% (10% if timely corrected) excise tax penalty under the Internal Revenue Code.

If you die before your SSP account has been fully distributed, your SSP account will be paid to your beneficiary(ies). In such case, your beneficiary(ies) may elect how the death benefit will be payable (e.g., a lump sum, partial or installment), subject to IRS rules that may require faster distribution. However, if you die after your RMDs have begun, the remaining distribution of the SSP account will continue to be distributed at least as rapidly as the method of distribution in effect at the time of your death, subject to IRS rules that may require faster distribution. In all cases, distributions must comply with the RMD rules.

### Small SSP Account Balances

If you have an SSP account balance equal to or less than \$5,000 (including rollover contributions) at your severance from employment, your account will be automatically distributed from the SSP. If your account balance is \$1,000 or less, it will be paid directly to you. If your account balance is over \$1,000, it will be paid in the form of a direct rollover to an IRA custodied by Inspira Financial.

You will receive notification of your withdrawal options from Voya within 60 days of receipt of your severance from employment date from your employer. You will have 120 days from the date of this notification to make an affirmative election to withdraw your entire account balance in cash or as a direct rollover. If you do not make a timely election and your account balance remains below \$5,000, your account will be automatically distributed.

### Maintain SSP Account

If you terminate employment and have an SSP account balance greater than \$5,000, you may choose to leave your entire account balance in the SSP until you are required to take an RMD.

## **Forms**

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Access the SSP's forms in the *Plan Details* section of the SSP participant website at [trsilssp.voya.com](http://trsilssp.voya.com).

## **Additional Information**

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### Plan Administration

The SSP is administered by the Teachers' Retirement System of the State of Illinois (TRS). TRS has the power and discretion to construe and interpret the SSP, including any ambiguities, to

determine all questions of fact or law arising under the SSP, and to resolve any disputes arising under and all questions concerning administration of the SSP. TRS may correct any defect, supply any omission or reconcile any inconsistency in the SSP in such manner and to such extent as it deems expedient and, subject to TRS's claims procedures, TRS is the sole and final judge of such expediency. Benefits under the SSP shall be paid only if TRS decides in its discretion that the SSP participant or beneficiary is entitled to them. The rules, guidelines and interpretations made by TRS or its designee will be final and binding on any employee or former employee of a participating employer, any SSP participant or former participant, or any successor in interest of any of them.

#### Dispute Resolution

Verbal complaints are handled through the TRS SSP Service Center at **844-877-4572 (844-TRS-457B)**. Verbal complaints are logged, tracked, and generally resolved by Voya. If a verbal complaint cannot be resolved by Voya, the verbal complaint is escalated to Voya's management for resolution.

Written complaints will be handled similarly. Written complaints may be mailed to Voya at Voya Financial, Attn: Teachers' Retirement System of the State of Illinois, One Orange Way, Windsor CT 06095 and are forwarded to Voya's compliance department for review and response.

After exhausting all dispute resolution procedures described above, an SSP participant or beneficiary adversely affected by Voya's disposition of a claim may file a formal written request for administrative review before the claims hearing committee of the TRS Board of Trustees in accordance with 80 Ill. Admin. Code 1650.610 through 1650.660. TRS's administrative review rules are found on the Illinois General Assembly's website at:

<https://www.ilga.gov/commission/Jcar/admincode/080/08001650sections.html>

#### Qualified Illinois Domestic Relations Orders

A portion or all of your SSP account may be paid to an alternate payee as directed in a Supplemental Savings Plan Qualified Illinois Domestic Relations Order (SSP QILDRO), if the SSP QILDRO meets all requirements for a valid SSP QILDRO and is properly filed with TRS. A QILDRO is an Illinois court order that (i) creates or recognizes the existence of an alternate payee's right to receive all or a portion of a participant's accrued benefits in the SSP, (ii) is issued pursuant to 40 ILCS 5/1-119, and (iii) meets the requirements of 40 ILCS 5/1-119 and TRS's administrative rules as applicable, 80 Ill. Admin. Code 1650.1110 through 1650.1125. To obtain information about filing an SSP QILDRO with TRS, go to [www.trsil.org/QILDRO/Divorce-information](http://www.trsil.org/QILDRO/Divorce-information).

#### Missing or Lost Participants

If a participant or beneficiary has not been located after reasonable efforts have been made, then any benefit the participant or beneficiary is entitled under the SSP shall be forfeited and used to pay Plan expenses; provided, however, that the benefit shall be reinstated prospectively if the participant or beneficiary is subsequently located. Refer to the Plan Document in the *Plan Information* section of the SSP participant website at [trsilssp.voya.com](http://trsilssp.voya.com) for more information.

Current Information Required

**It is your responsibility to ensure that Voya and TRS have your correct personal information. This includes your current address and email address. Active TRS members should update their personal information with their current TRS employer.**

**Any other SSP participants (e.g., terminated employees or alternate payees) should update their personal information with Voya by completing a Name and Address Change form, which is available in the *Plan Details* section of the SSP participant website at [trsilssp.voya.com](http://trsilssp.voya.com). A paper Name and Address Change form will be mailed to you upon request by calling the TRS SSP Service Center at 844-877-4572 (844-TRS-457B).**

Other Information

For a complete description of the SSP's terms, including, but not limited to, provisions concerning TRS's authority and powers as administrator of the SSP, employers' SSP-related responsibilities, participant requests for information, and processing of claims and QILDROs, please refer to the Plan Document in the *Plan Information* section of the SSP participant website at [trsilssp.voya.com](http://trsilssp.voya.com).