IVY TECH COMMUNITY COLLEGE

RETIREMENT SAVINGS PLANS

Frequently Asked Questions (FAQs)

Who is the Retirement Plan vendor?

Voya. You can create an account or log in at ivytech.voya.com or contact customer service at 877-528-2485, Monday – Friday, 8 a.m. – 8 p.m. ET.

If you are currently in an hourly position and hired before July 2014, PERF holds your retirement account. You can create an account or log in at inprs.voya.com or contact customer service at 844-464-6777, Monday – Friday, 8 a.m. - 8 p.m. ET.

What retirement plans are offered at Ivy Tech?

Ivy Tech offers both a 403(b) Defined Contribution and a 457(b) Deferred Compensation retirement plan. Each plan includes pre-tax and Roth contribution options, giving you flexibility to choose how and when you want your contributions to be taxed.

What is the difference between a 403(b) Defined Contribution plan and the 457(b) Deferred Compensation plan?

The 403(b) Defined Contribution plan and 457(b) Deferred Compensation plan are both tax-deferred retirement accounts, but they differ in how and when funds can be accessed.

The 403(b) plan offers several ways to access funds while employed, including loans, hardship withdrawals (see financial hardship FAQ below), Qualified Birth and Adoption Distributions, and in-service withdrawals (if eligible). Withdrawals before the age of 59 ½ are restricted and may be subject to an early withdrawal penalty. Distributions are also available upon separation from Ivy Tech.

The 457(b) plan offers Qualified Birth and Adoption Distributions but does not offer a loan option. Distributions are generally available only after separation from Ivy Tech. However, once separated, funds can be withdrawn at any age without incurring the early withdrawal penalty.

Does Ivy Tech offer a matching contribution?

No. Ivy Tech contributes to your retirement account on a tax-deferred basis for all full-time employees, regardless of whether you contribute or not.

How much can I contribute to my retirement account?

You can contribute up to 80% of your pay, subject to the maximum amount allowed under the IRS limits.

How do I opt out of auto-enrollment?

You can opt out or make changes to your auto-enrollment at any time throughout the year. The changes will go into effect as soon as administratively feasible.

To opt out of auto-enrollment, you will need to update your contribution percentage to zero using the following steps:

- Log in to your Voya account at ivytech.voya.com
- Select the plan labeled **Ivy Tech Community College of Indiana 403(b) Plan**
- Click **Manage Contributions**
- Select **Update My Contributions** and change the Employee 403(b) Pre-Tax percentage to zero
- Then **Save Contribution Updates** to finalize the change.

How do I change my contribution amount?

You can make changes to your contribution percentage at any time throughout the year, as often as you would like. The changes will go into effect as soon as administratively feasible.

To make changes:

- Log in to your Voya account at ivytech.voya.com
- Select the appropriate plan you want to make the change to
- Click **Manage Contributions**
- Select **Update My Contributions** and make the change
- Then **Save Contribution Updates** to finalize the change

In the event of financial hardship, what options are available for accessing funds from my retirement account?

When facing a financial hardship, you have several options.

The options below are available for pre-tax and Roth contributions made to the plan by the employee, as well as any rollovers from other plans:

403(b) Defined Contribution Plan

- Loan: You borrow from your retirement account and repay it over time according to the loan terms. Employees may only have one outstanding loan at a time.
- Hardship withdrawal: An emergency distribution of funds from your retirement account to cover immediate and heavy financial need, as defined by the IRS. Documentation is required to qualify.
- Qualified Birth and Adoption Distribution: Allows for a distribution of up to $5,000 within a year of the birth or legal adoption of a child.
- Emergency personal expense distribution: Allows for a distribution of up to $1,000 for unforeseen or immediate financial needs. This amount must be repaid within three years.

- Qualified Disaster Recovery Distribution: Allows for a distribution within 180 days following a qualified disaster that affected the participant's principal place of residence and resulted in economic loss.
- Domestic Abuse Victim Distribution: Allows for a distribution within a year in which the participant is a victim of domestic abuse by a spouse or domestic partner.

The option below is available on vested contributions made to the plan by employee or employer, as well as any rollovers from other plans:

- In-Service Withdrawal: Employees must be at least age 59 ½ to qualify.

457(b) Deferred Compensation Plan

- Qualified Birth and Adoption Distribution: Allows for a distribution of up to $5,000 within a year of the birth or legal adoption of a child.

How do I update my beneficiaries?

When you have a life event, such as a birth, adoption, marriage, divorce, or death, it is important to review and update your beneficiary designations.

These updates can be done at any time:

- Log in to your Voya account at ivytech.voya.com
- Click on the link to one of the retirement plans
- Click the section labeled **Beneficiary Information,** and the plus sign next to each plan to expand the section
- Click **Add/Edit** and follow the appropriate prompts.

If I leave the College, what happens to my retirement account?

If you leave the College, any contributions you made to your retirement plan are always yours.

Contributions made by Ivy Tech are subject to vesting rules. If you are vested, those funds are yours; if not, the unvested portion will be forfeited back to the College.

The options available to you depend on your vested account balance at termination.

Options for participants with a vested account balance of at least $7,000 at termination:

- Leave your account with Voya
- Roll over your balance into another employer's retirement plan, or an individual retirement account (IRA)
- Take a distribution (subject to applicable taxes and penalties)

Options for participants with a vested account balance less than $7,000 at termination:

- Roll over your balance into another employer's retirement plan, or an individual retirement account (IRA)
- Take a distribution (subject to applicable taxes and penalties)
- If no action is taken within 30 days following termination, balances of less than $1,000 will automatically be distributed to you, and balances greater than $1,000 will be automatically rolled into an Individual Retirement Account (IRA) with Voya

How does a change from an hourly to a salaried position affect my PERF retirement account and employer contributions?

Ivy Tech closed new enrollment into PERF in July 2014. Employees who were already enrolled were grandfathered into the plan until they separated from Ivy Tech or moved into a non-covered PERF position. If you move into a salaried position, employer contributions will transition to Voya. You may keep your existing PERF account; however, no additional contributions will be made to that account once you transition to a salaried position.