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**From:** SHR-US-SouthCarolinaORPpayroll <SouthCarolinaORPpayroll@voya.com>  
**Sent:** Tuesday, October 27, 2020 5:33 PM  
**To:** SHR-US-SouthCarolinaORPpayroll  
**Subject:** Your help is required to support the implementation of the South Carolina State ORP  
**Attachments:** SC ORP FAQ.pdf; State ORP Employer Payroll Information and ACH Debit Authorization.pdf; State ORP payroll data interchange format.pdf; VITC W9.pdf

This is a reminder:

Voya requested that the individual employers complete and send back an Employer Payroll Information and Authorization Agreement form. The form is requesting employer information, payroll file format, payroll contact and ACH banking information.

If you already emailed the completed form, no action is required at this time.

Thank You

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**From:** SHR-US-SouthCarolinaORPpayroll  
**Sent:** Wednesday, October 14, 2020 4:02 PM  
**To:** SHR-US-SouthCarolinaORPpayroll <SouthCarolinaORPpayroll@voya.com>  
**Subject:** Your help is required to support the implementation of the South Carolina State ORP

On October 2nd, Voya sent you an email regarding the January 2021 transition of the South Carolina ORP Plan data and assets to Voya Financial. Voya requested that the individual employers complete and send back an **Employer Payroll Information and Authorization Agreement form**. The form is requesting employer information, payroll file format, payroll contact and ACH banking information.

We have received many questions over the past week and compiled a list of frequently asked questions and responses (see attached SC ORP FAQ.pdf). We hope that this will help answer any questions that you might have regarding the transition of the payroll files and funding to Voya.

Please complete the attached Employer Payroll Information and Authorization Agreement form and email to: [SouthCarolinaORPpayroll@voya.com](mailto:SouthCarolinaORPpayroll@voya.com).

If you have already returned the Employer Payroll Information and Authorization Agreement form, then no action is required at this time.

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**From:** SHR-US-SouthCarolinaORPpayroll  
**Sent:** Friday, October 2, 2020 5:20 PM



## Your immediate attention is required.

You have been identified as the representative of an organization who currently provides contribution and payroll information for the South Carolina State ORP directly to MetLife. Beginning on January 1, 2021, the State ORP plan data and assets held at MetLife will be transitioned to Voya Financial and you will need to provide information to us. As part of the process for ongoing administration for the plan, we have attached a new contribution file format and questionnaire. You will recognize this format as the one you currently use to provide data to Empower for the Deferred Compensation Program. Our intent is that this will make the transition process to Voya very straight forward for you.

Please review the attached and provide an acknowledgement response to Voya no later than October 16, 2020. If you have any questions relative to either the data file or working with Voya, please include those in your response. We will compile a listing of those questions and circulate to everyone in the coming weeks. In addition, Voya will conduct a conference call in December to review the FAQs and answer any outstanding questions as well as demo the payroll upload system.

Thank you for your continued support of the required implementation of the South Carolina State ORP.

Sincerely,  
Voya Financial





\*MetLife is a separate entity and not a corporate affiliate of Voya Financial®.

Plan administrative services are provided by Voya Institutional Plan Services, LLC (VIPS). VIPS is a member of the Voya® family of companies.

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