



## **Roman Catholic Archdiocese of Boston 401(k) Retirement Savings Plan Basic Information**

The RCAB 401(k) Retirement Savings Plan has been in effect since January 1, 2012 for participating Catholic employers. Below is basic information about the Plan.

### **Plan Recordkeeper**

Voya Financial is the Plan's recordkeeper. This vendor handles all employee accounts, from depositing and tracking employee deferrals and employer matching contributions, to tracking employee beneficiary designations, to responding to requests for withdrawals and loans. Voya may be reached at **rcab.voya.com** or (855) 817-1664.

### **Deferring Money into the 401(k) Plan**

Eligible employees wishing to save for retirement may begin to defer money into the Plan at any time. To make or change a deferral election, employees and priests must log in to **rcab.voya.com** or call Voya at (855) 817-1664. Traditional pre-tax and Roth deferral options are available. All employee and employer contributions will be initially invested in the Plan's default investment, which is a target date fund suite designed to become more conservative as employees reach retirement age.

Lay employees hired, rehired, or changing to benefit-eligible at locations participating in the RCAB 401(k) Plan are automatically enrolled in the Plan with a 3% pre-tax deferral on the first pay date on or after 45 days following the effective date of the change.

### **Employer Matching Contributions**

The Plan provides an employer match of 100% of the first 3% contributed plus 50% of the next 2% contributed for employees who have at least one year of eligible service. All employer matching contributions are deposited with Voya at the same time employee contributions are deposited and are immediately and fully vested.

### **Opportunities for Investment Education and Counseling**

Investment advice is offered through Voya Retirement Advisors through the following options:

- Speak to a Voya Investment Advisor Representative over the phone weekdays from 8 a.m. to 8 p.m. at no charge. Call 855-817-1664.
- Online Advice – Access online advice at no charge at **rcab.voya.com**. This option is available to all participants who are not enrolled in Professional Management as described below.
- Professional Management – Work with an advisor who manages your account for a fee. The advisor monitors your investments and initiates transactions. You receive quarterly updates detailing your account activity. Sign up for this service at **rcab.voya.com**.
- Attend periodic on-site meetings with Voya representatives.

**Other Sources of Information Regarding the RCAB 401(k) Plan**

Updated information will be posted on a periodic basis at [catholicbenefits.org/401k/401k.htm](http://catholicbenefits.org/401k/401k.htm).

Presentations about RCAB 401(k) basics and investment options within our 401(k) Plan and various forms and policies are posted there, as are forms and other helpful documents.

Please feel free to contact Carol Gustavson, Plan Administrator, at [benefits@rcab.org](mailto:benefits@rcab.org) or (617) 746-5640 for more information on the RCAB 401(k) Plan.