

Distribution/Transaction Requests

Envoy/TSACG, utilizing an advanced Web-based system for plan participants and/or their advisors, can now submit all distribution/transaction requests by uploading the forms to our website and gain immediate approval certification for eligible requests. In addition, as long as you provide your email address on the forms submitted, we will send you an email once the request has been received and again when the request has been approved.

- ▶ Distributions from the Plan include: loans, transfers, rollovers, contract exchanges, and all other distributions.
- ▶ All distribution requests must be sent to Envoy/TSACG for approval prior to submission to your provider for processing.
- ▶ If you are transferring and closing your 403(b)/457(b) account, YOU MUST submit a new SRA to stop or change your payroll deduction salary deferral contributions, or your payroll deductions will not stop.
- ▶ We encourage you to submit your transaction/distribution request online to Envoy/TSACG for approval, follow the steps below:

Online:

Go to Envoy's website at www.envoyplanservices.com and Click on the Online Distributions button. This user-friendly system will guide you through a series of questions designed to help you obtain immediate approval certification. If your request is not eligible for immediate approval, the system will guide you through the process of submitting your distribution documents for further review.

If you prefer to submit your Transaction/Distribution requests or SRA via mail or fax below is our contact information.

Envoy Plan Services
c/o TSACG
73 Eglin Parkway NE, Suite 202
Fort Walton Beach, FL 32548

Phone: 800-248-8858
Fax: 877-513-2272