



# TD Ameritrade Self-Directed Brokerage Account

A Guide for Plan Participants  
Brokerage Option

## Inside Your Participant Guide

TD Ameritrade Self-Directed Brokerage Account Overview	2
Is a TD Ameritrade SDBA Right for me?	2
Am I Eligible?	3
Broader Choice of Investment Options	3
Getting Started	3
How Do I Transfer Assets to my TD Ameritrade SDBA?	4
Accessing your TD Ameritrade SDBA and Placing Trades	5
Account Statements	5
How Do I Transfer Back to my Core Account?	5
Loans and Distributions from my TD Ameritrade SDBA	5
Profile Changes to my TD Ameritrade SDBA	6
Who Do I Contact?	6

## TD Ameritrade Self-Directed Brokerage Account Overview

### What is the TD Ameritrade Self-Directed Brokerage Account (SDBA)?

Your employer makes the TD Ameritrade SDBA available to you as an additional investment option available through your employer-sponsored retirement plan (plan), referred to as the “core account” administered by Voya Retirement Insurance and Annuity Company (VRIAC). This option gives you the freedom to invest a portion of your plan assets in a self-directed brokerage account that provides access to a wider array of investment choices, including open-end mutual funds, fixed income securities, exchange-traded funds (ETFs) and publicly traded stocks.

### How is the TD Ameritrade SDBA different from a typical brokerage account?

Since the TD Ameritrade SDBA is an investment option under your plan it is subject to the Internal Revenue Code Section that governs your plan, other laws and the plan document. Therefore, the same rules and restrictions that govern your core account apply to the dollars transferred to your TD Ameritrade SDBA.

The TD Ameritrade SDBA can only be funded through transfers from one or more of the plan’s core investment options. Participants may not Sell Short, use Margin or trade the following: Private Limited Partnerships, Commodities, Alternative Investments, Options, Foreign Exchanges, Master Limited Partnerships, Precious Metals, Pink Sheets & Bulletin Board Stocks, Currencies, Promissory Notes, Futures, Collectibles, Real Estate/Property outside of Real Estate Investment Trust (“REIT”).

### How are the investment choices in the TD Ameritrade SDBA different from those available through my employer’s retirement plan?

There is a significant difference between the investment choices available through your employer’s retirement plan and the investments available through the TD Ameritrade SDBA.

Investment options offered through your plan are selected by your plan fiduciary through a due-diligence process which helps provide that you are offered an array of long-term investments.

The investment choices available through TD Ameritrade, however, are not approved, selected, monitored or reviewed by Voya Financial, Inc. (“Voya”) or your employer-sponsored plan, or by TD Ameritrade. **When you elect to open a TD Ameritrade SDBA, you assume the sole responsibility for researching, selecting, monitoring and managing the investments in your TD Ameritrade SDBA.** As an investor, you need to be aware of the additional risk that may be present in the investments available through this option.

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### Is a TD Ameritrade SDBA right for me?

A TD Ameritrade SDBA is designed for the experienced investor who wants to independently and actively manage an even greater choice of investments and is willing to pay additional fees and accept full responsibility for researching, selecting, monitoring and managing their investments. Additionally, Voya and its affiliated companies, its officers, agents or employees cannot advise concerning the suitability of a security or investment strategy, nor can they provide financial, legal or

tax advice. If you are confident with an independent approach to actively managing the retirement assets you’ve invested in the plan, the TD Ameritrade SDBA may be right for you. Keep in mind, however, that if you choose to open a TD Ameritrade SDBA, you also assume the added responsibility for actively managing the investments in your account. If you are not comfortable actively managing your own investment portfolio, it’s likely the core investments in the plan will help meet your needs.

### What should I consider before opening a TD Ameritrade SDBA?

The TD Ameritrade SDBA is designed for the experienced investor. Before using this option as part of your retirement savings portfolio, you should consider whether a TD Ameritrade SDBA is appropriate for your long-term investment needs. If all of the following describes you as an investor, the brokerage account may be right for you:

- I have access to the Internet.
- I am knowledgeable about investment matters.
- I am comfortable with, and understand risk, and I am capable of making my own personal investment decisions.
- I have experience using the Internet to research and manage my investments.
- I have the time and investment expertise to research, evaluate and select investments consistent with my investment strategy and personal risk profile.
- I have the time to monitor and manage my retirement plan portfolio.
- I am willing to pay additional fees and charges to invest in investment choices not available within my core account.

## Am I eligible?

To open a TD Ameritrade SDBA, you must have a balance of at least \$5,000 in your core investment options. Generally, the maximum amount that can be transferred to the SDBA is 50% of your total core retirement plan account balance although this maximum transfer limit can vary by plan. The minimum transfer amount is typically \$2,500 and you must maintain a minimum core account balance of \$2,500. This minimum core account balance will be monitored each time you request a transfer. Please contact Customer Service at **(800) 584-6001** for more details or to confirm the maximum transfer amount applicable to your employer's plan.

Your investments in the TD Ameritrade SDBA are made through transfers from your core account. Your payroll contributions cannot be directed to TD Ameritrade – they must continue to be directed to one or more of the plan's core investment options.

Remember, your TD Ameritrade SDBA is an investment choice under the plan administered by VRIAC, so only assets held in your plan may be transferred to the TD Ameritrade SDBA. Eligibility rules may vary by plan. Please contact your Benefits Office for more information.

## Broader choice of investment options

### What investments are available?

Through your TD Ameritrade SDBA account you can select from publicly traded stocks, ETFs, fixed income securities and a broad range of mutual funds, including No Transaction Fee (NTF) mutual funds.<sup>1</sup> Using TD Ameritrade's online screening tools, you will be able to research and access in-depth, independent information about the investments that you are considering.

**You should consider the investment objectives, risks and charges and expenses of any EFT, mutual fund or other investment company carefully before investing.**

**To obtain a prospectus containing this and other important information, please call a TD Ameritrade representative at (866) 766-4015. Please read the prospectus carefully before investing.**

As a plan participant in a tax-deferred retirement plan, you should be aware that certain funds, such as tax-exempt municipal bond funds and retail versions of the plan's core options, may not be appropriate investments because of their fund and/or fee structure.

### What are No Transaction Fee mutual funds?

The No Transaction Fee (NTF) program allows you to place orders with certain mutual funds without paying a transaction fee. Shares of mutual funds in the NTF program must be held for 90 days from the date of purchase. Funds redeemed or exchanged within 90 days of the purchase date may incur a transaction fee. The NTF eligibility applies only to the initial transaction fee associated with the purchase of the fund. It does not apply to the management fee or other expenses associated with the fund including any redemption fees. For full details on expenses/fees, please refer to the mutual fund prospectus. Read it carefully before investing. Commission schedules and fees are subject to change without notice. Go to **[www.tdameritraderetirement.com](http://www.tdameritraderetirement.com)** for more complete details on commissions and fees.

<sup>1</sup>No-Transaction-Fee (NTF) mutual funds are no-load mutual funds for which TD Ameritrade does not charge a transaction fee. NTFs, as well as other funds, have other continuing fees and expenses described in the fund's prospectus. TD Ameritrade receives remuneration from mutual fund companies, including those participating in its no-load, no-transaction-fee program, for record-keeping, shareholder services, and other administrative and distribution services. The amount of TD Ameritrade's remuneration for these services is based in part on the amount of investments in such funds by TD Ameritrade clients. Almost all funds held 90 days or less will be subject to a short-term redemption fee of \$49.99. This fee is in addition to any applicable transaction fees or fees described in the fund's prospectus.

## Getting started

### How do I open a TD Ameritrade SDBA?

1. Log on to your core product account at **[www.voyaretirementplans.com](http://www.voyaretirementplans.com)** and select **Forms** to access the TD Ameritrade Commission Schedule and Participant Guide. Please contact TD Ameritrade Participant Services at (866) 766-4015 to request an application to open a TD Ameritrade SDBA.

If you would like to transfer assets from your Roth money source, you will need to open an additional SDBA so your Roth money can be kept segregated from your other money sources. On the application to open a TD Ameritrade SDBA, please check the appropriate box under **Account Information** to identify the type of account you wish to establish. If you hold assets in the Roth money source and intend to transfer assets from there to the SDBA, please select **Both (Roth and Non-Roth)**.

2. Complete and return the application to TD Ameritrade. TD Ameritrade will open your account(s) within three business days. Once the account is opened, TD Ameritrade will send you a Welcome Kit that includes your brokerage account number and explains their brokerage account services, procedures, commissions and fees. Additionally, you will receive a Personal Identification Number (PIN) under separate cover. This will arrive separately for security purposes. Please note that you will need both your account number and PIN to access your account through TD Ameritrade at **[www.tdameritraderetirement.com](http://www.tdameritraderetirement.com)**.

Furthermore, you will receive two Welcome Kits if you open a Roth SDBA in addition to a regular SDBA.

3. Log on using your TD Ameritrade account number and PIN. You will then be prompted to create a unique User ID and password. At this point you will be required to read and accept various agreements. A TD Ameritrade SDBA can only be funded through transfers from investment options in your core account. You cannot make direct deferrals/contributions into the TD Ameritrade SDBA account or request a withdrawal directly from the account.

### What are the fees and charges associated with the TD Ameritrade SDBA?

If you choose to open a TD Ameritrade SDBA, you will be charged a \$50 fee, annually on November 1st or the next business day the New York Stock Exchange (NYSE) is open, irrespective of when the account was opened. This fee will be deducted from the core investment options in your account under the plan with Voya. Additionally, you will pay the brokerage account commission and fees as described in the Commission Schedule. Fees may vary by the type of security traded. Please refer to the mutual fund prospectus for additional fees and charges that may apply to mutual fund trades.

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### How do I transfer assets to my TD Ameritrade SDBA?

To transfer assets to your TD Ameritrade SDBA, you must log on to your core product account at [www.voyaretirementplans.com](http://www.voyaretirementplans.com) and select **Manage Investments/Fund Transfer**.

### Are there any restrictions on transferring money to a TD Ameritrade SDBA?

Generally, the maximum transfer amount is 50% of your total Voya retirement plan account balance. The minimum transfer amount is \$2,500. You must maintain a minimum core account balance of \$2,500. Please contact Customer Service at **(800) 584-6001** for more details.

- Direct transfers from some core investment options (i.e., Stable Value Options, Fixed Accounts) may be subject to a Market Value Adjustment and may also have other restrictions and limitations. See the core product disclosure booklet for more information.
- Direct transfers to or from some core investment options such as competing investment options may prohibit or invoke equity wash provisions as applicable. See the core product disclosure booklet for more information on equity wash rules.
- A confirmation of the transfer from your core account will be mailed immediately following the transfer.

Transferring assets from the core account to the TD Ameritrade SDBA will be processed as follows:

- Transfer instructions received by us in good order before the close of the NYSE, typically 4:00 p.m. ET, will be valued at the next determined close of the NYSE (generally, same day).
- Transfer instructions received on a day the NYSE is closed, or after the NYSE is closed, will be valued at the next determined close of the NYSE (generally, the next business day).
- Once the funds have been transferred into your TD Ameritrade SDBA, you may begin trading.

- Your assets will be transferred to a cash account and moved to an Insured Deposit Account the following business day. This may result in your funds being out of the market for one business day.

**Carefully consider the investment objectives, risks, charges and expenses of any money market fund before investing. To obtain a prospectus containing this and other important information, please call a TD Ameritrade representative at (866) 766-4015. Please read the prospectus carefully before investing.**

**The TD Bank Insured Deposit Account serves as a cash sweep vehicle for earning income on cash balances in the Self-Directed Brokerage Account (SDBA) for plan participants. Balances in a TD Ameritrade FDIC Insured Deposit Account are held at TD Bank, N.A. and TD Bank USA, N.A. or both, where they are insured by the Federal Deposit Insurance Corporation (FDIC) for up to \$250,000 per depositor. TD Bank N.A. and TD Bank USA, N.A. are affiliates of TD Ameritrade. The TD Bank Insured Deposit Account (insured deposit account) is the designated sweep vehicle in SDBAs.**

**Cash in a TD Ameritrade FDIC Insured Deposit Account is held at TD Bank, N.A. and TD Bank USA, N.A., affiliates of TD Ameritrade. Deposit accounts offered by participating institutions are eligible for Federal Deposit Insurance Corporation (FDIC) insurance up to \$250,000. Limits are per account ownership per institution. Please monitor your entire deposit to ensure it does not exceed the coverage limit. To learn more about FDIC coverage go to [www.FDIC.gov](http://www.FDIC.gov).**

**Non-Deposit Investment Products: NOT FDIC INSURED-NO BANK GUARANTEE-MAY LOSE VALUE.**

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## Accessing your TD Ameritrade SDBA and placing trades

### What should I know before I place a trade in my TD Ameritrade SDBA?

Your TD Ameritrade SDBA is a cash account, which means you must have sufficient cash or available funds to cover your trade(s) and any applicable commissions and fees. Additionally, mutual funds traded within the TD Ameritrade account may be subject to initial and subsequent investment minimums. (For example, many mutual funds require an investment minimum of \$1,000.)

### How do I place trades in my TD Ameritrade SDBA?

After you have opened and transferred money to your TD Ameritrade SDBA, you can access your account and place trade orders (buy, sell, redeem or exchange) 24 hours a day, 7 days a week, to be submitted during market hours. You may place trade orders by:

- Accessing your account on TD Ameritrade's website at **www.tdameritraderetirement.com** – 24 hours a day, 7 days a week.
- Using TD Ameritrade's Interactive Voice Response (IVR) by calling **(866) 766-4015** – 24 hours a day, 7 days a week.
- Calling TD Ameritrade Participant Services at **(866) 766-4015**, 8:00 a.m. to 7:00 p.m. ET (excluding market holidays).
- Using mobile trading applications for the most popular mobile products which help you stay on top of the markets from anywhere. TD Ameritrade offers you a choice: two free mobile apps that both deliver access to your watch lists, real-time charts, quotes, and comprehensive news and research. Choose the one that matches your trading style – TD Ameritrade Mobile or

TD Ameritrade Mobile Trader. Log on to your brokerage account at **www.tdameritraderetirement.com** for details.

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## Account statements

### What information will I receive about my TD Ameritrade SDBA?

You will continue to receive your plan's regular quarterly statement which shows the total account value of your core account investment options in addition to the aggregate value of your TD Ameritrade account. You will also receive a separate statement from TD Ameritrade for your SDBA detailing individual holdings and transactions. You will receive this statement monthly when there is trade activity in your TD Ameritrade account, and quarterly when there is no activity. You can designate how you would like to receive statements and trade confirmations by logging on to your brokerage account at **www.tdameritraderetirement.com**. Electronic statements and trade confirmations are available.

You will also receive fund prospectuses, semi-annual and annual reports for the investments in your TD Ameritrade SDBA.

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## How do I transfer back to my core account?

To transfer assets back to your core account, you may first need to redeem/sell the securities held in your TD Ameritrade SDBA. Once the trades have settled (generally one to three business days, depending upon the type of security), you can request a transfer to your core account at **www.voyaretirementplans.com**. Select Manage Investments/Fund Transfer.

## Loans and distributions from my TD Ameritrade SDBA

### Are distributions available from my TD Ameritrade SDBA?

Loans and distributions can only be made from the core account investment options; your TD Ameritrade SDBA cannot be directly accessed for any type of distribution or transfer, including Automated Customer Account Transfers (ACATs). All distributions from the plan, including amounts in the TD Ameritrade SDBA, are subject to the requirements of the Internal Revenue Code Section that govern your plan, other laws and the plan document.

### Withdrawals

If you request a withdrawal from the plan for any reason, only the assets in your core account can be used for the withdrawal amount. If the amount of the withdrawal is greater than the amount available in your core investment options, you will need to transfer assets from your TD Ameritrade SDBA to your core account, prior to your withdrawal request being processed.

### Loans

Loan disbursements can only be withdrawn from assets in your core investment options. However, assets held in your SDBA will be included in the calculation of the maximum loan amount available to you. If you require a loan amount greater than the assets available in your core investment options, you may need to liquidate securities in your TD Ameritrade SDBA and transfer the assets to your core account, to satisfy the loan amount. Please keep in mind that loans may impact your withdrawal value and limit participation in future growth potential.

## Systematic Distribution Options

If you elect a Systematic Distribution Option from your core account, you will be required to liquidate the securities in your TD Ameritrade SDBA and transfer the assets to your core account. VRIAC will not process your systematic distribution request until the assets have been transferred to your core account. Systematic distributions will be taxed as ordinary income in the year the money is distributed to you. Account values fluctuate with market conditions, and the principal value may be worth more or less than its original amount invested.

### Profile changes to my TD Ameritrade SDBA

Please contact Voya at **(800) 584-6001** to make profile changes to your TD Ameritrade SDBA such as name or address.

Account Activity	TD Ameritrade (866) 766-4015 <a href="http://www.tdameritraderetirement.com">www.tdameritraderetirement.com</a>	Voya Financial, Inc. (800) 584-6001 <a href="http://www.voyaretirementplans.com">www.voyaretirementplans.com</a>
Request transfers between investment options within the core account		X
Request transfers from the core account to the TD Ameritrade SDBA		X
Request transfers from the TD Ameritrade SDBA to the core account		X
Place trade orders within the TD Ameritrade SDBA	X	
Obtain TD Ameritrade SDBA balance	X	
Obtain total core account and TD Ameritrade SDBA balance		X
Obtain investment information about the choices within the TD Ameritrade SDBA	X	
Obtain investment information about the choices in the core account		X
Ask plan questions		X
Request a withdrawal from the plan		X

For more information please contact:

Voya Financial Partners, LLC

One Orange Way

Windsor, CT 06095

[www.VoyaRetirementPlans.com](http://www.VoyaRetirementPlans.com)



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