



# ARP Vendor Change Form

As a participant in the Ohio Alternative Retirement Plan (ARP) at Central Ohio Technical College you are entitled to change your ARP provider at any time during the year (only to be completed by current ARP participants who wish to change their provider). Your vendor change will be effective based on receipt of this form in Human Resources and payroll processing deadlines.

## SECTION I: Personal Information

Print Employee's Name	Social Security Number (Optional)	Employee ID #
Daytime Phone Number	E-mail Address	

## SECTION II: Election

My current ARP vendor is: \_\_\_\_\_.

Effective on or after \_\_\_\_\_, I elect to change my ARP vendor to one of the following:  
(Date)

- VOYA Financial Services
- TIAA-CREF
- AIG/VALIC
- FIDELITY Investments

If you change your ARP provider, state legislation allows you to transfer a portion or all of your existing ARP balance to the new vendor. Account transfers may be temporarily restricted based on account type. You must contact your new vendor to establish the account and to arrange for any desired transfer of your current account balance.

## SECTION III: Employee Certification

This request to change providers shall remain in full force and effect while I am employed at Central Ohio Technical College and/or until a new provider is made.

Employee Signature	Date
--------------------	------

**Retain a copy for your records and forward completed form to the Office of Human Resources.**

**If you have questions**, contact Sherry Abbott, HR Generalist, Office of Human Resources at (740) 364-9550, or cabbott@cotc.edu.

**Return completed form to:** The Office of Human Resources, 1179 University Drive, Newark, OH 43055.