



# RCAB 401(k) Retirement Savings Plan Benefit-Eligible Lay Employees

July 2025

# 401(k) Plan Basics

- RCAB 401(k) Plan is a defined contribution plan that allows lay employees to save for retirement on a tax-deferred basis.
- Employees can defer funds from their paychecks into the Plan, where assets are held in trust by a separate recordkeeper, [Voya Financial](#).
- Eligible employees may receive matching contributions.
- All employee contributions and matching contributions are 100% and immediately vested.

# Automatic Enrollment & Automatic Escalation

- If you were newly hired, rehired, or changed to benefit-eligible status, you will be **automatically enrolled** with a 4% pre-tax contribution, effective with the first available pay date on or after 45 days following the location date of hire, rehire date, or effective date of change to benefit-eligible status.
- If you are contributing less than 5%, your contributions will be **automatically escalated** annually by 1% each year until 5% is reached. This does not impact participants who contribute a flat dollar amount to the Plan or who have declined participation in the 401(k) Plan.

You will be notified by Voya prior to the change taking effect.

# Employee Contributions

You may:

- Contribute beginning with your first paycheck.
- Contribute up to IRS legal maximums.
  - Note, annual limits apply across all defined contribution plans, including across multiple locations within the RCAB 401(k) Plan.
  - If you work/worked for another employer with a separate 401(k) or 403(b) account, you will need to track all contributions to ensure that they do not exceed the legal limits.
- Contribute a percentage or a flat dollar amount.
- Contribute pre-tax and Roth after-tax basis.
- Stop, start, or change contributions at any time by calling Voya at 855-817-1664 or logging in to [rcab.voya.com](https://rcab.voya.com).



# Employee Deferral Options

- If funds are deferred on a **pre-tax basis**, no taxes are paid on the initial contributions (and on any investment gains) until the employee takes them out of the Plan as a distribution.
- A **Roth (after-tax)** option is available, allowing an employee to pay taxes now on wages before deferring, providing tax-free qualified distributions in the future.
- Employees may wish to consult a tax advisor to determine if pre-tax and/or Roth options are best for them.



# Employer Matching Contributions

- The matching contribution is 100% of the first 3% contributed, plus 50% of the next 2% contributed. To receive the maximum match of 4%, you must contribute 5% or more of your eligible wages.
- The matching contribution begins with your first paycheck on or after the first of the month following one year of benefit-eligible service.

**Contribute 5% of eligible wages or more to the Plan to receive the maximum match of 4%.**





# Funds from Another Plan/Withdrawal Options

- Rollovers from other qualified retirement plans are accepted.
- Loans and hardship withdrawals are available.
  - Contact Voya to apply
  - Restrictions apply based on IRS rules
  - Fees apply
- Once employment terminates at all locations participating in the Plan, you will receive a Distribution Guide from Voya, which outlines options for the account balance(s).
  - Visit [catholicbenefits.org/retirement-terminations](https://catholicbenefits.org/retirement-terminations) to access the 401(k) Plan Distribution Guide

In general,  
funds  
cannot be  
withdrawn  
before age 59½

# Voya Accounts for Multiple Locations

- If you currently work for multiple employers in the Plan, you will have separate account balances, contribution rates, investment elections, and beneficiaries for each employer.
- If you previously worked for another employer in the Plan:
  - Any account balance, beneficiary information, and any applicable loan balance and loan deductions automatically transfer to the new location account.
  - You can use your existing Personal Identification Number (PIN) to access the accounts by phone and the existing username and password credentials to access the accounts online.
  - Contribution elections do not transfer from one location to another. Automatic enrollment may apply when hired, re-hired, or changed to benefit-eligible at a new location.



# Investment Options



- Employees have their contributions initially defaulted into a “target date fund,” managed by American Funds, that are allocated to more conservative investments as you get closer to retirement.
- Other investment options, including funds screened for Catholic values, are available.
- Details on Target Date Funds or any of the other investment options, including historical performance, expenses, fund fact sheets, and more can be found at [catholicbenefits.org/investment-options](https://catholicbenefits.org/investment-options).

# Investment and Financial Wellness Support

- Take advantage of opportunities for investment advice
  - Speak to a Voya Investment Advisor Representative over the phone weekdays from 8 am to 9 pm at no charge. Call 855-817-1664.
  - Access online advice at no charge at [rcab.voya.com](https://rcab.voya.com)
  - Alternatively, professional account management is available, through which you work with a Voya advisor who manages your 401(k) account for a fee.
- Voya Learn – Access Live and Recorded Webinars
  - Visit the Live & On Demand Sessions Page under the [Wellness Meetings and Financial Education Tools](#) tab.

# Fee Information

- Voya charges a fee to each participant to perform recordkeeping services of 0.18% of all assets. These fees are assessed monthly and appear on your quarterly statements.
- Each fund manager charges fees to handle the assets being managed and invested. Fees vary by fund, with index funds generally providing lower fees than actively-managed funds. Fee information by fund is available at [catholicbenefits.org/investment-options](http://catholicbenefits.org/investment-options).
- Certain services incur fees charged by Voya:
  - Loans, withdrawals, etc.
  - Managed account services



# Access your Account

- Log into your Voya Account at [rcab.voya.com](http://rcab.voya.com) or call 855-817-1664
- Visit [catholicbenefits.org/401k](http://catholicbenefits.org/401k) for information, guides, and resources



401(K) RETIREMENT SAVINGS PLAN	<p>Below you can find helpful documents and instructions for various parts of your Voya account.</p> <ul style="list-style-type: none"><li>• <a href="#">How to Set Up Your Voya Online Account</a></li><li>• <a href="#">How to Access Your Voya Online Account</a></li><li>• <a href="#">How to Access the Voya Retire Mobile App (keyword Retire)</a></li><li>• <a href="#">How to Review/Update the Beneficiary for your RCAB 401(k) Account</a></li><li>• <a href="#">How to Opt Out of or Change Auto Escalation</a></li><li>• <a href="#">How to Update Your 401(k) Contribution</a></li><li>• <a href="#">RCAB 401(k) Distribution Guide</a></li></ul>
401(K) INVESTMENT OPTIONS	
HOW TO MANAGE YOUR VOYA ACCOUNT	
WEBINARS, MEETINGS, AND FINANCIAL EDUCATION TOOLS	

- Download the Voya Retire Mobile App

Going mobile  
... with your Orange Money  
The Voya Retire app is available  
from the App store or Google Play  
(Keyword: Retire)

Available for iPhone® and  
Android™ devices





# Take Action

- Designate a Beneficiary - Ensure your retirement savings are passed along without delay according to your wishes. Voya allows you to enter primary beneficiaries and contingent beneficiaries.
  - A primary beneficiary is a beneficiary who is first in line to receive the benefit.
  - A contingent beneficiary will only receive a benefit if the primary beneficiary is deceased.
- Keep up with your contributions! Review your contribution rate at least annually.
  - Flat Dollar Contribution, Annual IRS Maximum Updates, Pay Rate Changes
  - Sign up for Automatic Contribution Escalator if you are not already set up for automatic escalation (or if you are already saving at least 5%).





# Questions?



Website: [catholicbenefits.org](https://catholicbenefits.org)

Phone: 617-746-5640

E-Mail: [benefits@rcab.org](mailto:benefits@rcab.org)

Voya: [rcab.voya.com](https://rcab.voya.com) or 855-817-1664

