



Third Party Administrator (TPA) Change Request

ING
TPA Sales and Marketing
151 Farmington Avenue, TNA1
Hartford, CT 06156-7652

Telephone: 877-463-3122
Fax: 860-723-3940
TPAWebmaster@us.ing.com

Instructions	Please type or print. All information must be complete to ensure accurate mailing of Plan Asset information. PLEASE NOTE: If this change is for a partially unbundled plan (i.e. plans with the 559, 878, 887 or 888 prefix), and distribution fees are deducted from participant accounts, you will need to complete a Third Party Administrator (TPA) Distribution/Loan Fee Setup Election.		
Good Order	Good Order is receipt at our Hartford Service Center of this form and any other required information or document that has been accurately and entirely completed, and includes signatures from the Trustee/Plan Sponsor. Forms and any other requested information not received in Good Order, as we determine, may be returned for correction and processed upon re-submission in Good Order at our Hartford Service Center.		
Plan Information	Plan Name		
	Billing Group No.		
New TPA Information	Contact Name	Title	Telephone Number ()
	TPA Company Name		Federal Tax Identification No. <i>(required)</i>
	TPA Address <i>(No. & Street / PO Box)</i>		
	City/Town	State	ZIP
Current TPA Information	TPA Name		Federal Tax Identification No. <i>(required)</i>
	TPA Address <i>(No. & Street / PO Box)</i>		
	City/Town	State	ZIP
Authorization	This is to serve as notice to ING that the following change in the Third Party Administrator (TPA) information has taken place. ING is hereby authorized to release plan asset information to the addressee specified under New TPA Information.		
	Authorized Plan Representative's <i>(Trustee)</i> Signature		Date <i>(mm/dd/yyyy)</i>
	Title		
ING Use Only	Pension Office	Current TPA Code	
	NAPS ID No.	New TPA Code	