

# Making MetroMax contributions



## Making contribution changes to your MetroMax account is simple.

The Metro Nashville 457(b) Deferred Compensation Plan (“MetroMax”) offers a fast, convenient way to make contribution changes. Go online at any time to view your account, review and make changes to your current contributions, and manage your money. This guide will help detail the steps to make contribution changes.



To start, visit [metromax.beready2retire.com](https://metromax.beready2retire.com).

If you’ve never accessed your account online, click *Register Now* on the [metromax.beready2retire.com](https://metromax.beready2retire.com) homepage to start the registration process. The account username and password you create can be used to log into your account on the [metromax.beready2retire.com](https://metromax.beready2retire.com) site and the Voya Retire mobile app. If you need help registering your account, call Voya at **(800) 584-6001**.

### Access your account

After you’ve logged in, go to the Snapshot of Your Accounts section in the upper left corner of the homepage, click the link for MetroMax, and then click *Go To Account > Contributions & Savings > Manage Contributions*.

### Manage your contributions

You’ll see a few options to choose from:

#### Change Contributions

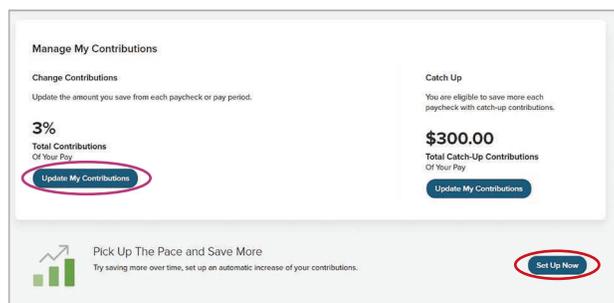
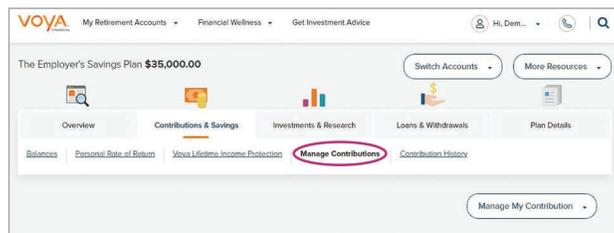
This section allows you to make contribution changes upon your submission of the request.

#### Catch Up (if eligible)

If you are eligible, this section allows you to make catch-up contributions in addition to your regular contributions.

#### Rate escalator

Click *Set Up Now* to make contribution changes at a specific time or at regular intervals. You can determine the rate at which the amounts are increased to “set it and forget it.”



## Change Contributions

### Step 1: Select your contribution type

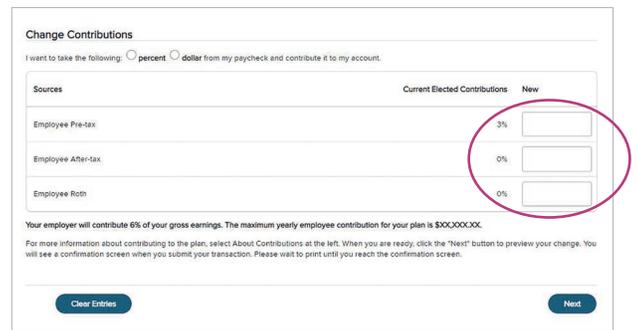
You will see each of the contribution types that you are able to make to the Plan. Be sure to enter "0" for the value of any of the contribution types you don't wish to utilize or re-enter the Current Elected Contribution percentage if you wish to keep it the same.

### Step 2: Enter your new rate or amount to contribute

Next to your current rate or amount, you'll see a New column to type in your desired new rate or amount. This number represents the percentage or amount of your pay you will contribute to MetroMax each paycheck. Your total contributions cannot exceed the annual limit established by the IRS.

### Step 3: Review and submit your changes

Review the information shown for accuracy. If correct, click *Submit* to begin processing or click *Cancel* to start over.



Sources	Current Elected Contributions	New
Employee Pre-tax	3%	<input type="text"/>
Employee After-tax	0%	<input type="text"/>
Employee Roth	0%	<input type="text"/>

Screen shots are for illustrative purposes only; actual screen experience may vary.

## Would you like to discuss your retirement saving strategy before making a contribution change?

You have local, dedicated representatives who are committed to helping make your retirement planning as simple as possible. To schedule an appointment to review your retirement planning and saving strategy, please contact one of your local MetroMax representatives today:

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Whit Gorham<sup>2</sup>  
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<sup>1</sup> Registered representative of and securities offered through Voya Financial Advisors, Inc. (member SIPC).

<sup>2</sup> Investment adviser representative and registered representative of, and securities and investment advisory services offered through, Voya Financial Advisors, Inc. (member SIPC).



Mutual funds within the retirement program are considered long-term investments designed for retirement purposes. Money distributed will be taxed as ordinary income in the year the money is received. Account values fluctuate with market conditions and, when surrendered, the principal may be worth more or less than its original amount invested.

**Not FDIC/NCUA/NCUSIF Insured | Not a Deposit of a Bank/Credit Union | May Lose Value | Not Bank/Credit Union Guaranteed | Not Insured by Any Federal Government Agency**

Insurance products, annuities and retirement plan funding issued by (third party administrative services may also be provided by) Voya Retirement Insurance and Annuity Company, One Orange Way, Windsor, CT 06095-4774. **Securities are distributed by Voya Financial Partners LLC (member SIPC).** Custodial account agreements or trust agreements are provided by Voya Institutional Trust Company. All companies are members of the Voya® family of companies. **Securities may also be distributed through other broker-dealers with which Voya has selling agreements.** Insurance obligations are the responsibility of each individual company. Products and services may not be available in all states.