



Donna M. Gloak, CFP  
SUNY Program Manager

ING is the common remitter for tax deferred annuity programs offered to United University Professions (UUP) members and, as such, is responsible for sending payroll reductions to various insurance companies *licensed to issue annuity contracts in New York State*. **Effective January 1, 2005 new remittances will be established for participants of ING, Metlife and VALIC only. UUP has suspended all other providers from adding new participants to the system.**

Please note the appropriate contact person and office information pertaining to this payroll remittance;

**ING Life Insurance and Annuity Company**

Opportunity Plus Service Center  
Attn. Michelle Butkus / Service Manager  
800 Troy Schenectady Road  
Latham, NY 12110  
**800-677-4636**  
Fax: 877-803-8328 (Toll Free)

I. New Participants-The following is required on all NEW enrollments:

1. Must be a participant of ING, MetLife or VALIC
2. A copy of the Salary Reduction Agreement (please submit the original copy to the payroll office)
3. The Remittance Information Form
4. A check in the amount of \$15.00 made payable to "ING" (MetLife and VALIC only)

**ALL CONTRACTS MUST BE 403(b)1 ANNUITY CONTRACTS**

II. Changes

When changing a client's reduction amount, stopping or reactivating a client's account, you may notify the processing center by sending a revised Remittance Information form and a copy of the revised Salary Reduction Agreement as soon as possible, the original goes to the payroll office.

Please do not hesitate to contact Michelle Butkus or a member of the processing center team regarding any questions.

11/2004

800 Troy Schenectady Road  
Latham, NY 12110-2455

Tel.: 518-783-8572  
Fax: 518-783-8903

*Securities offered through  
ING Financial Advisers, LLC (Member SIPC).*

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