

DATA SHARING SERVICES AGREEMENT INSTRUCTIONS PACKAGE

ING Life Insurance and Annuity Company
Reliastar Life Insurance Company
Members of the ING family of companies
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INTRODUCTION

ING has developed data feed capabilities containing participants' account information for the purpose of facilitating compliance with the data sharing requirements of the final regulations under Section 403(b) of the Internal Revenue Code that were published in the Federal Register on July 26, 2007 (72 FR 41 128). The enclosed Data Sharing Services Agreement form will provide us with the necessary information to transmit required data elements to you, as the plan sponsor.

Please carefully read the following pages as they describe how to complete and submit the Data Sharing Services Agreement to ING in order to receive a data export file containing your plan's 403 participant account information, and how to submit your request and authorization to transmit data.

COMPLETING THE DATA SHARING PACKAGE

Plan Information – This section indicates the plan's billing group/plan information. You must provide us with the billing group/plan number and organization contact information. If you sponsor a 457 and/or 401(a) plan in addition to a 403(b) plan, please provide billing group numbers for the 457 plans and/or 401(a) plans as well so that our data transmittal can include participant account information for the 457 plan and/or 401(a) plan in order to assist you with the necessary coordination between the plans.

If you need assistance locating your billing group number, contact your ING Plan Manager or the ING Service Center at 877-884-5050.

Election for Data Transmittal Services – This section serves as a formal election of electronic data transmittal services from ING to the receiver specified by you. If so indicated, through your designation of a third party or other service provider, you authorize ING to provide information on your plan's behalf to said third party or other service provider.

Special note regarding assets received prior to January 1, 2009: Commingled employee and employer assets received prior to January 1, 2009, will be reported to you under the Employee money source.

Receiver Information – This section describes information about the recipient of the data export file.

- Indicate the name of the receiver and their relationship to the plan, e.g. plan sponsor, TPA, or Master Aggregator.
- Specify the name of the receiver's organization, if other than the plan sponsor's.
- Provide the name of a business contact at the receiver organization who we may contact to ask general questions about the data sharing agreement and/or notify in case of issues. This will also be the individual notified each time a data transmission is sent to the address provided.

In the event your relationship changes with the designated receiver you must notify us in writing no later than 5 business days prior to the next scheduled file transmission.

Election of Secure File Delivery Method – This section describes the methods that are available for sending the data export file to the designated receiver. Two methods of file delivery are currently supported, secure FTP and e-mail for accessing file(s) through a secure portal.

If you have elected to work with a TPA or other provider offering aggregation services, confirm what method of file delivery is preferred with the designated receiver prior to submitting the data sharing agreement back to ING.

- **Secure FTP (Recommended)** – Secure method of transmitting data files of various sizes over a TCP-based computer network. If selected, you must complete the section of the Data Sharing Services Agreement that requests the server address ("Secure FTP"). Specify server, port number, folder name and user id.
- For security reasons, please send us the password for the FTP Server you have designated and reference your billing group/plan number(s) in an e-mail to 403bDataSharing@us.ing.com. Do not include the ID associated with the server in your e-mail.

COMPLETING THE DATA SHARING PACKAGE *(Continued)*

Secure Portal – (For plans that do not support secure FTP). – The recipient will receive an e-mail notification at the address provided with a link to access the data export file through a secured portal. Based upon the size of your data, you may have multiple files to pick up at a secured location.

Delivery Schedule – This section describes the rate of recurrence that the data export file is to be sent to the Receiver. Supported frequencies include Weekly and Monthly. If you do not select a frequency, ING will send data files on a Monthly frequency as of the 28th each month.

- Weekly – Once every 7 days.
- Monthly – Once a month.

For all data transmissions, if the file delivery date falls on a non-business day, then the data export file will be delivered on the next business day.

Requests to setup or change the receiver or file delivery instructions must be received at least 5 business days prior to the selected reporting frequency.

SUBMISSION INSTRUCTIONS

Data Sharing Agreement

This agreement must be submitted with a certified copy of a Board Resolution authorizing the above plan representative to sign this Data Sharing Services Agreement for 403(b) Plans. In the event such Board Resolution is not available, please submit a letter stating that the Plan Representative is, in fact, duly authorized to sign this Data Sharing Services Agreement for 403(b) Plans. This letter must be on the letterhead of the entity sponsoring the 403(b), 457, or 401(a) Plan, and be signed by an appropriate officer or other official of that entity who is authorized to provide such representation.

Please note that a Board Resolution or Letter authorizing the plan representative to sign the Data Sharing Agreement is required. This is necessary to ensure that unauthorized individuals do not receive access to the personal information of your plan participants that must be included in the information transmittal in order to meet the requirements of the final IRS (b) regulations.

Please mail the Data Sharing Agreement along with the Board Resolution to ING at:

Via U.S. Postal Service

ING Service Center
Route 9840
PO Box 5050
Minot, ND 58702

Via Overnight Mail:

ING Service Center
Route 9840
2000 21st Ave NW
Minot, ND 58703

Submission of Secure FTP Password

If you have selected secure FTP as your preferred delivery method, please provide the password for the designated server to us at: 403bDataSharing@us.ing.com. Do not include the User ID associated with the server in your e-mail.

SUPPORT

If you have questions regarding 403(b) data sharing, contact your ING Plan Manager or the ING Service Center at 877-884-5050.