

# We're On The Move

We are pleased to announce that ING's Hartford-based businesses located at 151 Farmington Avenue will be relocating to a new state-of-the-art facility at One Orange Way in Windsor, CT 06095-4774. This guide will explain our new mailing addresses and contact information. We hope this guide makes it easier for you to stay in touch with us during our transition to our new location.

## General Information

- Employee moves will take place between October and December. Phone numbers and mailing addresses of your business contacts will be provided as these moves occur.
- The main telephone number for the new office location will be (860) 580-4646 or toll free (866) 723-4646.

## Guidelines for Use of P.O. Boxes

**In addition to our office relocation, ING will be introducing a new address for business inquiries and administrative requests. The following PO Boxes are being introduced for receipt of business inquiries and administrative requests.**

ING Windsor Department PO Addresses	
Department	Address
DC Customer Service Forms (scanned) Example: Withdrawal Form	PO Box 990063 Hartford, CT 06199-0063
DC Plan Administration Example: Letter to Plan Manager	PO Box 990064 Hartford, CT 06199-0064
General Mail Example: General Inquiries and Correspondence	PO Box 990065 Hartford, CT 06199-0065
ING Financial Horizons/ Investor Services/ ING Lifeline Example: Horizon's Advisory Services	PO Box 990068 Hartford, CT 06199-0068

**If you have any questions regarding the appropriate mailing address for a particular correspondence, or if you have questions regarding our relocation in general, please feel free to contact us at [WindsorCampus@us.ing.com](mailto:WindsorCampus@us.ing.com).**

[www.ing.com/us](http://www.ing.com/us) [www.ingretirementplans.com](http://www.ingretirementplans.com)

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