

FORM 23: CHURCH ENROLLMENT PROCEDURES

We are thankful for this expression of confidence in the FCMM Retirement Plan. After the church has established its intention to make FCMM its retirement plan for all eligible staff members, the next steps consist of the submission of an Employer Adoption Agreement (Form 20) and Participant Enrollment forms. Additionally, it is important those at your church who have the role of overseeing the plan for your employees to become familiar with compliance responsibilities and best practices. Please reference the following list of both Employer and Employee Forms as you move through this process. Many of our forms are modified or updated regularly. Copies of our most current forms are available at www.fcmmbenefits.org via the "Documents" link.

FCMM staff are here to help you throughout this process. If employer or participant questions arise, please contact us at: (800) 995-5357 or fcmm@fcmmbenefits.org

EMPLOYER FORMS

- 20** EMPLOYER ADOPTION AGREEMENT (Form 20)
Required **Completion of this document is the first step in setting up the FCMM Retirement Plan for your organization and must be in place before employees can be enrolled.** This form allows the local church to identify its adoption of the FCMM Retirement Plan as the church's sole retirement plan. As a church plan, the employer can identify various classes of employees. The specifics of each distinct class, number of participants, type of benefit, etc. are noted on the form as determined by the church leadership. A copy of this form needs to be sent to the FCMM office. The church should keep a copy of their completed Form 20 along with a copy of the full FCMM Plan Document (Form 30), available at www.fcmmbenefits.org, on record in the church office. The FCMM plan document becomes the church's plan document should the IRS or any other group inquire about the church's compliance with IRS regulations.
- 21** EMPLOYER GUIDE (Form 21)
FCMM provides guidelines to church administrators on important details for which they are responsible including contribution limits, compliance, and enrollment.
- 24** CONTRIBUTION REMITTANCE INSTRUCTIONS (Form 24)
A helpful resource for church treasurers and bookkeepers, this informational document provides detailed instructions on filling out the required contribution remittance form.
- 38** SUMMARY PLAN DOCUMENT (Form 38)
This document answers many common questions about the FCMM Retirement Plan. It is the employer's responsibility to distribute or make the Summary Plan Document available to employees.

Upon completion and submission of the Employer Adoption Agreement, employers should then encourage and support the completion of the necessary enrollment forms by their eligible employees. Please note, a participant's enrollment forms need to be submitted to FCMM before we can accept any contributions on their behalf. Because of this, it is important that the forms are completed in a timely manner. Please reference the forms listed on this page for further guidance on employer remittance instructions, compliance responsibilities, and monitoring IRS contribution limits*.

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EMPLOYEE FORMS

- 31** INVESTMENT OPTION DESCRIPTIONS (Form 31)
This informational form explains the investment strategy of each option for both Employer contributions and Employee contributions. It also has a brief description of the multiple retirement benefit options that FCMM offers.
- 01** PARTICIPANT ENROLLMENT APPLICATION (Form 01)
Required This contains required personal information and the important investment designation of Employer contributions into the available investment options (See Form 31). Any combination of percentages can be chosen by a participant.
- 02** PARTICIPANT BENEFICIARY DESIGNATION (Form 02)
Required Your retirement account is building value as death benefits for designated beneficiaries should something happen to you prior to your beginning to draw on the retirement benefits.
- 03** PARTICIPANT SALARY DEFERRAL AGREEMENT (Form 03) *
If you choose to have some of your paycheck contributed on top of what your employer is contributing, then complete this form. You tell FCMM and your employer how much you want withheld per pay period on a pre-tax or Roth basis and where you want those funds invested (See Form 31). The employer excludes this amount from a participant's W-2 report of taxable income.
- *IRS CODE SECTIONS 402(G) AND 415(C) CONTRIBUTION LIMITS**
No more than \$53,000 or 100% of includible compensation (housing allowance is excluded) can be invested in the Plan for 2016. Within this amount a participant can elect to defer \$18,000 of annual compensation as salary deferral contributions. In 2016, a participant over age 50 can make salary deferral contributions up to \$6,000 above these limits. These limits apply to the total of all contributions to all 403(b) plans participated in and are adjusted annually by the IRS.
- 04** PARTICIPANT INVESTMENT SELECTION—AMERICAN FUNDS (Form 04)
If you choose to invest in the Self-Selected Mutual Fund Option in American Funds (Option F), you will also need to fill out this form and indicate how the money directed to Option F is eventually to be deposited within American Funds. These can be changed in the future.
- 05** PARTICIPANT INVESTMENT SELECTION—VANGUARD FUNDS (Form 05)
If you choose to invest in the Self-Selected Mutual Fund Option in Vanguard Funds (Option G), you will also need to fill out this form. Note: there is a “two-step” allocation process in which contributions are initially deposited into the Vanguard Balanced Index Fund until you change that allocation via the Account Access link on the FCMM website.
- 06** PARTICIPANT INVESTMENT SELECTION—CHRISTIAN INVESTORS FINANCIAL (Form 06)
If you choose to invest in the Adjustable Rate Investment (Option H), you will also need to fill out this form and have a valid email address on file with FCMM.
- 07** PARTICIPANT INVESTMENT SELECTION—BIBLICALLY RESPONSIBLE FUNDS (Form 07)
If you choose to invest in the Self-Selected Mutual Fund Option in Timothy Plan Funds and/or GuideStone Funds, you will also need to complete Form 07.
- 08** 403(b) REQUEST FOR DIRECT ROLLOVERS, TRANSFERS & EXCHANGES (FORM 08)
This form explains the steps and the required information for rolling over an account from a previous employer or an IRA. A Signature Guarantor Stamp, usually available from a local bank, may be required on this form.