



403(b) Defined Contribution Retirement Plan

By executing this Adoption Agreement, the undersigned Employer, (“the Adopting Employer”) hereby adopts and establishes the Evangelical Presbyterian Church 403(b) Defined Contribution Retirement Plan (the “Plan”) to provide retirement benefits for its eligible employees, in accordance with the terms of this Adoption Agreement. The Adopting Employer agrees to be subject to the terms, provisions, and conditions of the Plan, as it may be amended from time to time and as supplemented by this Adoption Agreement. All words and phrases defined in the Plan shall have the same meaning when used in this Adoption Agreement.

EMPLOYER INFORMATION

Name of Adopting Employer _____

Address _____

City _____ State _____ ZIP _____

Tax ID Number _____ Church 5-Digit Code _____

Primary contact at Adopting Employer _____

Primary contact’s email address _____

Primary contact’s phone _____

EFFECTIVE DATE

The effective date of this Adoption Agreement is January 1, 2017, unless otherwise indicated by the Adopting Employer:

OTHER 403(b) PLANS

- Employees of the Adopting Employer contribute only to the EPC Defined Contribution Retirement Plan.
- The Adopting Employer allows its employees to contribute to this Plan and another 403(b) plan. If you selected this option, please list the names and contact information for all other 403(b) vendor(s) or providers. If more space is needed, add an attachment to this Agreement form.

The Adopting Employer agrees that the EPC Board of Benefits is not responsible for any administrative or compliance requirements for any 403(b) arrangements other than the Plan.



ELIGIBILITY REQUIREMENTS

Ordained employees

Non-Ordained employees

Service: No service requirement

No service requirement

Must complete at least _____ years of service

Age: No age requirement

No age requirement

Must be _____ (number from 18 to 21)

Classification:

All employees are eligible to participate except for the following:

Describe: _____

(If more space is needed, add an attachment to this Agreement form and describe the exclusions.)

PARTICIPANT'S SALARY REDUCTION ELECTION

Participant voluntary elective contributions: Are permitted Are not permitted

EMPLOYER CONTRIBUTIONS

Adopting Employers may at their discretion, make Employer Contributions on behalf of eligible employees and former employees. *The Adopting Employer is required to make a contribution equal to or greater than 10% of base salary plus housing allowance for EPC-ordained pastors.* Employees are immediately vested in any Employer Contribution. The Adopting Employer can make different contributions for different classifications of employees or for different employees within each classification, subject to the minimum previously identified. The Adopting Employer makes the following contributions for the following employee classifications:

EPC-ordained pastors. Required contribution equal to 10% of base salary plus housing allowance. If greater than 10%, please describe:

Non-EPC-ordained pastors. Recommended contribution: 10% of base salary plus housing allowance. The following Employer Contributions will be made for non-EPC ordained pastors:



Non-ordained employees. The following Employer Contributions will be made for non-ordained employees:

Former employees. Employer Contributions will be made for former employees as follows:

Amount of Employer Contributions: _____

Duration of Employer Contributions: Contributions will be made for _____ years following the year in which the employee has terminated employment. *The maximum duration is 5 years.*

Eligibility for Employer Contributions: The following former employees or classifications of former employees are eligible for these contributions:

CONTRIBUTION LIMITS

The Adopting Employer agrees to monitor the calendar year contributions in accordance with the limits set forth in Article VI in the Plan document.

AMENDMENT AND TERMINATION

While only the EPC, acting through the Board of Directors, has authority to amend the Plan, the Adopting Employer may change the options available to it under the Adoption Agreement at any time. Any such change, however, *must* be reflected in an amended Adoption Agreement.

REMITTANCE OF CONTRIBUTIONS

The Adopting Employer agrees to remit employee pre- and/or post-tax Elective Contributions to the EPC Benefits Office no later than fifteen (15) business days following the month in which contributions are withheld (this follows IRS guidelines for employee contribution remittances).

The Adopting Employer agrees to make Employer Contributions:

- Weekly Monthly Quarterly
 Semi-Annually Annually Other: _____

The Adopting Employer agrees to remit Employer Contributions within the required time periods prescribed by law, even if no invoice or reminder notice is provided to the Adopting Employer.



OTHER ACKNOWLEDGEMENTS

- The Board of Directors may request information from the Adopting Employer to properly administer the Plan. The Adopting Employer agrees to cooperate with any such request.
- The Adopting Employer agrees to maintain accurate records which reflect participant service and compensation.
- This Adoption Agreement will be construed in accordance with the laws of the State of Michigan.
- The Adopting Employer may from time to time change the options available to it under the Adoption Agreement.
 - The Adopting Employer agrees to update the Adoption Agreement to reflect any such changes.
 - The Adopting Employer agrees to provide a copy of the updated Adoption Agreement to the EPC Benefits Office.

AUTHORIZATION AND SIGNATURE

By signing below, the Adopting Employer, by its duly authorized officer or other representative, hereby agrees to the provisions of the Plan, including the provisions set forth in this Adoption

Agreement on this _____ day of _____, 20 ____ .

ADOPTING EMPLOYER

Name (please print): _____

Title: _____

Signature _____

Please return a copy of the completed, signed Adoption Agreement to EPC Benefits. Scan and email to diane.pray@epc.org, fax to (734) 742-2034, or mail to:

EPC Benefits
P.O. Box 6412
Plymouth, MI 48170

The Adopting Employer should retain a copy of this Adoption Agreement in its file, along with a copy of the Evangelical Presbyterian Church 403(b) Defined Contribution Retirement Plan.