

MAIN CONTACTS:



PLAN ADMINISTRATOR:

EPC Benefits Office

Diane Pray, diane.pray@epc.org

Don Voyles, don.voyles@epc.org

Phone: 734-838-6942

Fax: 734-742-2034

RETIREMENT PROVIDER:

Fidelity Investments

www.netbenefits.com/epc

1-800-343-0860



CONTRIBUTIONS:

Mail to:	Address:	Details:
EPC Retirement	EPC Retirement Dept. 2023 P.O. Box 30516, Lansing, MI 48909	Contribution payments are made in accordance with your church's completed Adoption Agreement. Mail your Retirement Contribution Form along with your check. (Download form at www.epc.org/benefits/retirement or www.netbenefits.com/epc .)

ENROLLMENT:

What:	Where:	Details:
Online, preferred method	www.netbenefits.com/epc	After the employee enrolls, you must notify the EPC Benefits Office. Email Diane Pray at diane.pray@epc.org , or call 734-838-6942. Please provide the name of the employee enrolling.
Paper process	Download Fidelity application/beneficiary form at www.netbenefits.com/epc (click on "Tools & Resources" and then on the "Forms & Documents" tab) or at www.epc.org/benefits/retirement .	Submit form to the EPC Benefits Office: Scan/Email: diane.pray@epc.org Fax: 734-742-2034 Mail: P.O. Box 6412, Plymouth, MI 48170-6412

FORMS & INFORMATION:

What:	Where:	Details:
Address Change Form	www.netbenefits.com/epc (click on "Tools & Resources" and then on the "Forms & Documents" tab) or at www.epc.org/benefits/retirement	Submit to Benefits Administration Office via email at epc@cadsadmin.com or fax at 412-201-2250.
Adoption Agreement Form	www.epc.org/benefits/retirement	Each church is required to complete this form and submit to the EPC Benefits Office.
Investment Options	www.netbenefits.com/epc	
Salary Reduction Agreement Form	www.epc.org/benefits/retirement	Employees complete this form for personal payroll deductions/contributions. This is processed by your payroll area.
Withdrawals	www.netbenefits.com/epc or call 1-800-343-0860	Fidelity will generate forms for you, complete, have your spouse's signature notarized, if married, and submit to the Benefits Office for approval and Plan Administrator Signature.