

Withdrawals from your C&MA 403(b) Retirement Account

Reasons You May Wish to Keep Your C&MA 403(b) Account:

- Retired Official Workers of the C&MA 403(b) plan are allowed, under current IRS rules, to designate withdrawals as [Retiree Housing Allowance](#). If funds are rolled into a different account which is not a 403(b)(9) Church Plan, those funds will no longer be eligible for this tax advantage.
- Our Plan Consultants, Strategic Financial Partners, have stated that [the C&MA 403\(b\) Plan fees are very competitive](#) compared to most other plans, including most IRAs. Please compare fees carefully as you make this decision.
- If you would like professional advice, you may contact Strategic Financial Partners. Leave a message at 866-963-1843. Your call will be returned, generally within two business days. There is no additional charge to C&MA 403(b) Participants for this service.
- You may also contact Strategic Financial Partners if you would like a personalized advice on which investment options are best for you in your C&MA 403(b) account. Again, there is no additional charge.

Rules for Withdrawals:

Most withdrawal rules are set by the IRS and apply to all plans of this type.

You may take a withdrawal if:

- You are age 59.5 or older (regardless of employment status)
- You are not employed by any C&MA entity, such as a church, district, partner organization, or International Ministries. Since the C&MA 403(b) is a multi-employer plan, if you contribute through one C&MA employer and then move to another C&MA employer, you are still employed by the C&MA as a whole.
- You are disabled. Medical documentation will be needed.
- If the participant has passed away, the beneficiary should complete a claim form.
- If you are still employed by the C&MA and under age 59.5, you may qualify for a Hardship Withdrawal. IRS rules and penalties will apply.
- The C&MA 403(b) plan does not give loans.

Who Can I Call with Questions on Withdrawals?

Please call **Empower Retirement at 866-467-7756** to request the appropriate form, and for detailed questions on completing the forms.

Tips on Completing the Form to Avoid Delays:

- Call **Empower at 866-467-7756** to be sure you are using the correct form for what you need (see list of forms below), and to be sure you have the most current version of that form. Older forms will not be accepted.

- Check with Empower to see if they have the right employment status on file for you, including date you ended employment if applicable. Otherwise, delays may result. You can work with Alliance Benefits to fix date discrepancies. These are not automatically updated since this is a multi-employer plan and you may have had many C&MA employers over the years.
- If you add extra notations to your form or if anything is unclear, this may cause delays. Please call **Empower at 866-467-7756** to go through the form with you, to accomplish the kind of withdrawal you would like.
- Please do not leave blank as to whether you are a U.S. Citizen.
- You may leave Account Extension blank – it only applies to people who have more than one account (usually due to death or divorce).
- All withdrawals require a **Notarized Spousal Consent** if you are married and your account balance is \$5,000 or more. Your local C&MA employer *cannot* sign to waive the notary requirement.
- Please be careful that the Notarized Spousal Consent lists your spouse's name (not the participant's name) in both blanks which say "Spouse's Name," and that the Notary's signature date matches your spouse's signature date.
- Please ask the notary to be careful that their stamp does not cover information such as the signature date.

California Residents: Please read the Jurat instructions on the withdrawal form. Write in all requested items. You can find the Title of Form, Plan Name, and Plan Number at the top of Page 1.

- If you are requesting Direct Deposit, or if you are requesting an address change, your own signature as Participant will also need to be notarized.
- If you are requesting payment via Direct Deposit, include a copy of voided check. Your name on the check must match your name on the account.
- Please do not omit form pages, even if you have only your name and SSN at the top of some pages. However, no need to return the legal information pages.
- Authorized Plan Administrator signature by Alliance Benefits is required. Please send the form to Empower, who will notify Alliance Benefits to approve your form.

Which Withdrawal Form should I use?

Please obtain any of the following forms from by calling **Empower at 866-467-7756**. If the incorrect form is used, it may have to be completely re-done.

For 403(b) purposes, “employed” means you are being paid and actively working at least 20 hours per week or more, and receiving a W-2.

If you are a licensed C&MA minister who is currently not actively working at a paid W-2 position, that should be stated as “not employed.”

- **In-Service Withdrawal Form** – request this form if you are age 59.5 or older and still employed by any C&MA entity.
- **Separation from Employment Withdrawal Form** – request this form, at any age, if you are not employed by any C&MA employer. Retirees who are age 70.5+ use this form if you wish to withdraw an amount that is larger than your Required Minimum Distribution.
- **Automated Minimum Distribution form** – request this form if you are age 70.5 and retired, and if you wish to take **ONLY** the Required Minimum Distribution. Do not use this form if you are still employed by any C&MA employer.
- **Hardship Withdrawal** – if under age 59.5 and still employed by a C&MA entity, and if you are eligible for one of the hardship reasons listed on the form. Please send documentation of the hardship to Alliance Benefits along with the form. We will notify your employer to stop your 403(b) contributions for 6 months.
- **Disability or Death Claim forms**

Special Note for Former International Workers in Plan 95804-01:

If you served with International Ministries, please be aware of which types of funds you have in your account, such as **Roth** or **After Tax** (which is non-Roth). Ask Empower what Money Types you have, and share this information with your new financial company. Ask Empower how to complete your form to accomplish what you want.