

# INSTRUCTIONS FOR MAKING 403(B) CHANGES

## THE ALLIANCE RETIREMENT PLAN

You may make changes to 403(b) contributions for any month throughout the year.

Which forms will be needed depends upon whether you will change the employee contribution (the amount withheld from the employee's pay), the church matching contribution, or both.

### MONTHLY CONTRIBUTION REPORT

This form is needed for any change to salary, housing allowance, employee or employer contributions.

### PAYCHECK CONTRIBUTION ELECTION FORM

This form needs to be completed by the employee if the employee contribution percentage changes, for example, if the payroll withholding changes from 6% to 7%. You may put either a percentage or flat dollar amount on this form, but not both. If a flat dollar amount is on the form, and then the employee's withholding changes to a different dollar amount, a new Paycheck Contribution Election form will be needed.

### 403(b) ADOPTION AGREEMENT

This is only needed if your church changes its matching policy. For example, if your church previously matched 50% of employee's contributions, up to a maximum of 3% of the employee's pay, but now the church wants to match 100%, up to a maximum of 4%, then an update is needed.

### PLEASE SEND ALL FORMS TO ALLIANCE BENEFITS (NOT TO EMPOWER RETIREMENT).



Mail: Alliance Benefits, 8595 Explorer Drive, Colorado Springs, CO 80920

Fax: (719) 262-5397

E-mail: [retirement@cmalliance.org](mailto:retirement@cmalliance.org)

All forms and information referenced above can be found on the Alliance Benefits Website under the Forms section (<http://www.alliancebenefits.org/forms/>).

If you send scanned forms which include the employee's SSN, we urge you to request a secure e-mail. You may e-mail us with "Request Secure E-mail" in the subject line.

### TIMING

When you withhold the employee's contribution from the employee's pay, both the employee contribution and matching employer contribution will be withdrawn from the church bank account in the following month.

Forms must be received by the 5th day of the month after the payroll month where the change occurred (or the prior business day, if the 5th falls on a weekend).

For example, if you make changes to your January payroll withholding, forms must be received no later than February 3. Changes will then be reflected in your church's February bank withdrawal.

If the contributions do not calculate to the expected percentages, delays may result in processing your contribution changes.

For more information about the Alliance Retirement Plan, you may visit [www.alliancebenefits.org](http://www.alliancebenefits.org) or call (800) 700-2651.