

# HOW TO MAKE CONTRIBUTION CHANGES

## THE ALLIANCE 403(B) RETIREMENT PLAN

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

Which forms are needed will depend on whether you change either or both the employee contribution (the amount withheld from the employee's pay), the church matching contribution. Below is a brief example for each form:

### MONTHLY CONTRIBUTION REPORT

This form is making any changes to salary, housing allowance, employee, or employer contributions.

### PAYCHECK CONTRIBUTION ELECTION FORM

The employee must complete this form if their contribution percentage changes, for example, if the payroll withholding changes from 6% to 7%. You can put either a percentage or flat dollar amount, 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 is needed.

### 403(B) ADOPTION AGREEMENT

This form is needed when a church first enrolls or if a church changes their matching policy. For example, your church currently matches 50% of employee contributions, up to a maximum of 3% of the employee's pay. Now the church wants to match 100%, up to a maximum of 4%, so a new adoption agreement is required.

## SUBMIT FORMS TO ALLIANCE BENEFITS (NOT TO EMPOWER RETIREMENT)

All forms and information referenced above are on the Alliance Benefits Website at [alliancebenefits.org/forms/](https://alliancebenefits.org/forms/).



Upload your paper forms by clicking [here](#).

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

Submit forms before the 5th day of the month after the payroll month, where the change occurred. For example, if you make changes to your January payroll withholding, forms must be received no later than February 3. Changes will then reflect in your church's February bank withdrawal.

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

If you have further questions, feel free to contact us here at Alliance Benefits. We are happy to help.