

## **SAMPLE ANNUAL 403(b) NOTIFICATION LETTER**

*The following is a sample letter that non-qualified church controlled organizations may tailor to meet the annual notice requirement under the final section 403(b) regulations. The letter should be provided before the beginning of each calendar year to employees who are eligible to participate in The Episcopal Church Lay Employees' Defined Contribution Retirement Plan or The Episcopal Church Retirement Savings Plan, as applicable, but have not yet enrolled in the plan. In addition, the letter should be provided to any eligible employees who are hired throughout the year.*

*The terms of the letter should correspond with your organization's Adoption Agreement(s). You may provide this letter via e-mail if your employees have ready access to computers as a part of their regular job duties, via standard mail, or in the manner notices are normally delivered to your employees. You should keep record of the notices that are sent each year to eligible but non-participating employees.*

*Please note that this sample notification letter is provided to you for informational purposes only and should not be viewed as investment, tax or other advice. In the event of a conflict between the information contained in this sample notification letter and the official plan documents, the official plan documents will govern. The Church Pension Fund and its affiliates retain the right to amend, terminate or modify the terms of any benefit plans described in this document at any time, without notice and for any reason.*

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[DATE]

[ADDRESS]

Dear [EMPLOYEE]:

As you are aware, you are eligible to participate in [**The Episcopal Church Lay Employees' Defined Contribution Retirement Plan / The Episcopal Church Retirement Savings Plan (*choose one*)**] (the "Plan"). The Plan is a 403(b)(9) church retirement income account plan that allows eligible employees to save for retirement by making salary deferral contributions on a tax-preferred basis. During [**insert calendar year**], you may contribute up to [**insert IRS limit**] in pretax salary deferral contributions. If you are over age 50, you may contribute an additional [**insert IRS catch-up limit**] to the Plan. [**Note: You may want to include details about eligibility for employer contributions (if applicable) and any other requirements set forth in your organization's Adoption Agreement.**]

To enroll in the Plan, you must complete the Employee Application for Membership, which is available at [www.cpg.org](http://www.cpg.org). If you are unable to access the Application online, we would be happy to provide you with a hard copy. The Application requires you to indicate the percentage or dollar amount that you wish to have deducted from your pay and how you would like your contributions invested. The Plan offers a wide range of investment choices, including a socially responsible investment option and targeted retirement age funds. Once you complete the Application, please return it to [**insert appropriate contact person**]. We will sign it and submit it to The Church Pension Fund ("CPF"). After CPF processes your application, you will receive an Employee Enrollment Confirmation.

We hope that you will consider this opportunity to build financial security for your retirement years. If you have any questions about the Plan, please contact CPF's Client Services Dept. at (866) 802-6333, Monday – Friday, 8:30AM – 8:00PM ET (excluding holidays), or by email at [benefits@cpg.org](mailto:benefits@cpg.org).

Sincerely,