

ELIGIBILITY AND CONTRIBUTIONS SHEET

With this document, the _____ (hereinafter called “Church” or “Employer”) sets forth its rules and procedures under the provisions of the Annuity Plan for the United Church of Christ (“Plan”), formerly known as the Rules of the Annuity Fund. The Plan incorporates these rules and procedures under the basic Plan document and these rules and procedures are considered part of the Plan.

Words that are capitalized in this document are defined terms, which have the same meaning as used in the basic Plan document.

The effective date of these rules and procedures is _____, unless otherwise noted in this document. These rules and procedures remain in effect until they are changed by the Church or Employer. According to the Internal Revenue Service (“IRS”), the Plan must be documented and kept accurate with what the Church or Employer is actually doing. In the event of a change, the rules and procedures should be updated prior to the change.

Only Employees who receive W-2 income are eligible to participate in the Plan.

SECTION I. COMPENSATION

Under the Plan, “Compensation” means the sum of the Member’s annual cash salary or wages plus amounts that would be cash compensation for services to the Church or Employer includible in the Member’s gross income for the calendar year but for a compensation reduction election under Section 125, 132(f), 401(k), 403(b), or 457(b) of the Code (including an election to reduce compensation in order to make Elective Deferrals under the Plan), plus housing allowance, if any, or plus the fair rental value of the residence including furnishings and utilities if a residence is furnished free of charge by the Employer.

SECTION II. EMPLOYEE CONTRIBUTIONS (FROM THEIR OWN PAY)

1. Check the Employees who will be eligible to make Tax Sheltered Contributions and/or After-Tax Contributions:

All Employees will be eligible.

or

Only Employees who meet the following Service requirements below will be eligible:

Expected to and/or regularly work _____ hours or more per _____ (week, month, year)

Other (*insert other Service requirement here*): _____

2. Check when an eligible Employee can begin participation in the Plan:

The first day the Employee meets the Plan's above eligibility requirements

Other: _____

3. Tax Sheltered Contributions and After-Tax Contributions

While employed with the Church or Employer, an eligible Employee may make (check all that are applicable):

Tax Sheltered Contributions to the Plan.

After-Tax Contributions to the Plan.

SECTION III. CHURCH OR EMPLOYER CONTRIBUTIONS

1. Check the Employees who will be eligible to receive Church-provided or Employer-provided Contributions to the Plan:

Only Ministers will be eligible.

All Employees (Ministers and lay employees) will be eligible.

2. If your church or organization does not impose a service and/or age requirement to receive Church-provided or Employer-provided Contributions to the Plan, then skip this Paragraph III.2. and go to Paragraph III.3., but if your church or organization does impose a service and/or age requirement, check all that apply:

Service and/or age requirement applies to Ministers, lay employees, or Ministers and lay employees.

Must be age _____ or older.

Must complete _____ months or more of Service.

Past denominational Service of new hires will will not be counted.

Past Service of former Employees who are rehired will will not be counted.

Expected to and/or regularly work _____ hours or more per _____ (week, month, year).

Other (*insert any other Service requirement here*): _____

3. If your church or employer provides Church or Employer Contributions, check the appropriate space(s) and enter the appropriate percentage(s) or amount(s):

Fixed percentage for Ministers equal to ____% of Compensation (General Synod recommends a contribution of 14% of Compensation).

If lay employees are eligible, a fixed percentage for lay employees equal to ____% of Compensation.

and/or

For Ministers, a fixed dollar amount of \$_____ per _____ (year, month, pay period, etc.).

If lay employees are eligible, a fixed dollar amount of \$_____ per _____ (year, month, pay period, etc.).

and/or

For Ministers, a percentage of the Minister's Compensation based on the following Years of Service schedule:

Completed Years of Service	Percentage of Compensation
Less than ____ Year(s)	____%
____ Year(s)	____%
____ Year(s)	____%
____ Year(s)	____%
____ Year(s)	____%

If lay employees are eligible, a percentage of the lay employee's Compensation based on the following Years of Service schedule:

Completed Years of Service	Percentage of Compensation
Less than ____ Year(s)	____%
____ Year(s)	____%
____ Year(s)	____%
____ Year(s)	____%
____ Year(s)	____%

Other (*insert any other Church-provided or Employer-provided Contributions here*): _____

No additional requirements exist to receive Church or Employer Contributions.

SECTION IV. RULES AND PROCEDURES EXECUTION

By signing below, the Church or Employer by its duly authorized officer or other representative hereby agrees to the rules and procedures of the Church or Employer with respect to eligibility and contributions as indicated above. The Church or Employer, by its duly authorized officer or representative, has executed this document on this the _____ day of _____, 20 ____.

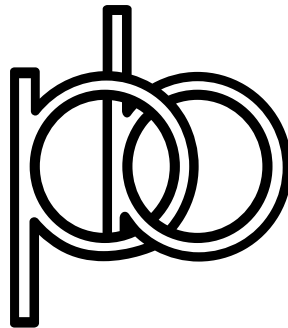
Name of Church or Employer: _____

Authorized officer or representative signature: _____

Printed name of authorized officer or representative: _____

Title of authorized officer or representative: _____

This document should be completed and retained by the Church or Employer along with any similar documents previously completed and executed. Please do not send this document to The Pension Boards—United Church of Christ, Inc.



The Pension Boards
United Church of Christ, Inc.

1.800.642.6543
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