



# FAQs

## for the Annual Review of the Annuity Plan for the United Church of Christ

### **WHAT IS THE ANNUAL REVIEW OF THE ANNUITY PLAN FOR THE UNITED CHURCH OF CHRIST?**

The Internal Revenue Service (IRS) requires that every Code section 403(b) plan, such as the Annuity Plan for the United Church of Christ (Annuity Plan), have a written, up-to-date plan document. The Annuity Plan document consists of two parts: (1) the plan document approved by the Board of Trustees and posted on the Pension Boards' website, and (2) the Eligibility and Contributions Sheet executed by each participating local church, ministry, and related employer. To ensure that the Eligibility and Contributions Sheet is up-to-date, each participating local church, ministry and related employer should conduct an annual review of, and document participation in, the Annuity Plan.

### **WHAT ARE THE CONSEQUENCES OF FAILING TO PROPERLY DOCUMENT OR KEEP UP-TO-DATE THE ELIGIBILITY AND CONTRIBUTIONS SHEET?**

Failure to properly document or administer your retirement program in accordance with IRS rules could result in a determination by the IRS that your retirement program is not entitled to tax-favored status, resulting in imposition of taxes, penalties, and interest on your ministers and employees.

### **WHAT STEPS NEED TO BE TAKEN TO PROPERLY REVIEW AND DOCUMENT PARTICIPATION IN THE ANNUITY PLAN?**

- 1.** Review eligibility requirements and contribution obligations for your ministers and employees. If there have been or will be any changes from what is reflected in previously completed and executed Eligibility and Contributions Sheet(s), complete and execute a new form documenting current or future eligibility requirements and contribution obligations.
- 2.** File and retain indefinitely the completed and executed Eligibility and Contributions Sheet along with your copy of the Annuity Plan document and any Eligibility and Contributions Sheet(s) previously completed and executed by your church or organization.

## HOW IS THE DOCUMENT EXECUTED?

Consult your church's or organization's bylaws to determine how authority to execute has been granted by the church or organization. Some churches and organizations delegate responsibility to a Board of Trustees or Directors while others act through called congregational meetings or designated committees. Whatever is appropriate for your church or organization, as specified in its Bylaws, should be followed.

## DO THE COMPLETED ELIGIBILITY AND CONTRIBUTIONS SHEETS NEED TO BE RETURNED TO THE PENSION BOARDS?

No. Please retain the completed and executed Eligibility and Contributions Sheet in your files along with any Eligibility and Contributions Sheets previously completed and executed by your church or organization.

## IS THERE A DEADLINE FOR COMPLETING THIS PROCESS?

To document your retirement plan in a timely manner, we recommend that your church or organization complete the annual review of, and document participation in, the Annuity Plan (as described above) by December 1 of each year.

## WHERE CAN EMPLOYERS OBTAIN A COPY OF THE ANNUITY PLAN DOCUMENT?

You may request a copy of the Annuity Plan by contacting Member Services toll-free at 1.800.642.6543, Option 6. The document is also available on the Pension Boards website.



### **The Pension Boards**

United Church of Christ, Inc  
475 Riverside Drive, Room 1020  
New York, NY 10115  
1.800.642.6543 | [www.pbucc.org](http://www.pbucc.org)