

## FEBRUARY

We hope you received our January email and if not, let us know and we'll send it to you. We'd like your treasurers or those handling your pension contributions to receive our mailings so please make sure their email addresses are placed in The Wesleyan Church Portal system and wpf@wesleyan.org is added to contacts/address lists to avoid spam/junk folders. Also, the portal lists are downloaded for each email sent because addresses are constantly added and edited so, I apologize, but unsubscribing is not possible.

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### **Our topic today is: ENROLLMENT**

**\*For the sake of repetition, we are going to use "treasurers" to mean all personnel your ministry uses to handle the WPF business and contributions.**

Our Enrollment form is available on our website under the "Forms" section or by contacting our office. Ministry treasurers should always check the WPF website to get the latest version of the enrollment form before having a new enrollee fill it out. Information and explanations should be made to new enrollees about WPF at the time of enrollment: accessing of funds policy at retirement or if position terminated, group life/disability insurances, employee salary reduced funds, rollovers from other companies, housing allowance perk for ordained/licensed ministers, etc. Always direct the new enrollee to our website for more information. The *Summary Plan Document*, available on our website, is a more detailed document of the Plan.

**FILLING OUT THE FORM:** It is important to complete the entire three-page form. Please note the completed and received enrollment form is not processed until a contribution is received from the ministry employer contributing to your pension account. Enrollments can be received and held until the contribution arrives (deposited into the *Online Payment System* or by mailed check if for one person). If the contribution arrives first, it is also held until we receive the enrollment form and can process the payment into the new account. It is the responsibility of the ministry treasurer to get the enrollment completed by the new participant and turned into the WPF office.

**PERSONAL INFORMATION SECTION:** We ask you to print legibly and with black ink. The "Date of Hire" is essential for setting up your account at *Principal Financial Group (PFG)*, our third-party administrator. Lay ministers and ministerial students should not be marked as "Ministers" on the form. Only Ordained or Licensed status is acceptable as a "Minister." All other employees are marked as a "Lay-Person."

**INVESTMENT OPTIONS SECTION:** You are given two options. The first is "*Do It For Me.*" With this option, contributions will be directed within the *Target Retirement Date Portfolio* based on your expected retirement age or as defined by your employer's retirement plan if your age is not evident in the Personal Information section. Your investment election will be effective when a contribution and your enrollment is processed by the WPF office. Your contributions made to the plan, including rollover contributions, will be 100% invested in the portfolio chosen and you may transfer your contributions or change investment election as allowed by the plan.

The second option is "*Customized Choices,*" where you can select any combination of options. The percentage must equal 100% when you've completed your choices. You can choose a *Target Retirement Date Portfolio* or a combination or you can choose from a list of Single Fund Investment options, as many as you'd like, but everything must add up to 100% when final choices are made.

**VOLUNTARY SALARY REDUCTION SECTION:** This section is optional. It is for employee voluntary contributions only, not for employer contributions. We also have separate *Salary Reduction Agreement* forms available (under "Forms" on our website), if preferred by your employer. If you plan to choose this optional section, you must indicate an amount or a percentage to defer each month of your current and future salary. This agreement applies to amounts earned until changed in writing. WPF may reduce the deferral when required to meet certain plan limits. Please understand the IRS has limits to both employer and employee (elect deferral) contributions. The current IRS limits can be found on our website in the "Plan Benefits & Information" section and the "Contribution Limits" tab. Your

ministry's treasurer or employer's signature is required in this section ONLY if you participate in this option. (Must be a *real* signature, not computer generated.)

**BENEFICIARY FORM:** The third page of the enrollment form is a *Beneficiary Form* that is required to accompany your enrollment form. It has sections for the participant, a primary beneficiary (*receives all funds after participant's death*) designation and four places for contingent beneficiaries (*funds are equally shared after death of primary beneficiary or no primary beneficiary listed*) to be listed.

**SIGNATURES:** Once everything is completed, the last section is a *Signature Area* indicating your agreement and completion of the enrollment form. (There is also a signature and date at the bottom of the Beneficiary Form.) The signatures are required to be *real* signatures, not computer generated, for both the enrollment form and the beneficiary form (page 3).

**EXTRA INFORMATION:** Added at the end of the enrollment portion of the form (page 2):

-Quarterly statements are available for viewing or downloading in your online account.

-Printed year-end statements are mailed out in January after the Principal Financial Group (PFG) year-end processing.

-You're asked to review your reports regularly and report any discrepancy immediately and to keep WPF updated with contact information changes. If you terminate employment, your pension is still active and available for your retirement. However, WPF is not connected to a database in The Wesleyan Church so contact information is not automatically updated. You must keep us updated. WPF is not under any obligation to search for you or ascertain the whereabouts of you or your beneficiaries.

-After we've processed your enrollment, a letter is sent to you with instructions on how to access your online account.

-If you do not elect any of the investment choices in the enrollment form, your contributions will be automatically allocated to the *Target Date Portfolio* that most closely matches your projected retirement date.

You can either mail your enrollment to WPF or give it to your ministry treasurer to upload in their *Online Payment System* account in the new participant's record in the "Files/Forms" section. It is the fastest and safest way to get the form to WPF.

We hope these emails are helpful. We encourage you to peruse our website (link below) and especially the *Summary Plan Description (SPD)* for more detailed information. The SPD can be found at the top of our webpage under "Keeping You Informed" and clicking on the "Summary Plan Description" tab where you can click on a link to download the document. It is also found at the bottom of the page if you'll scroll down to "Resources" and click on the "Various Resources" tab. Again, clicking on the blue link will download the document.

*We are happy to assist with any inquiries you may have. Our email address and phone number are in the signature area below along with our NEW mailing address.*

**Serving HIM for your benefit,**

**DEBRA LEVITE**

**DIRECTOR OF BENEFITS**

**WESLEYAN PENSION FUND INC**

**P: 317.774.3954 T: 800.595.4131 F: 317.774.3955**

**NEW ADDRESS: 13300 Olio Rd, Ste 340, Fishers, Indiana 46037**

**[wesleyanpensionfund.com](http://wesleyanpensionfund.com) — [wpf@wesleyan.org](mailto:wpf@wesleyan.org)**

**WPF personnel are currently working remotely. Email is the best way to be in touch.**

**The office phone is being answered during business hours, Monday-Thursday.**