MARCH

This is our third monthly emailing. January was a basic WPF 101 topic and February was about enrollments. We are adding new people all the time so if you did not receive those and would like either one of them, let us know by emailing us at wpf@wesleyan.org and we will get those sent out.

We would especially like 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.

**We are using "treasurers" to mean all personnel your ministry uses to handle WPF business.*

Our topic today is: ONLINE PAYMENT SYSTEM (OPS) ***by Cindy Linder, Administrative Assistant***

WPF utilizes the services of Stewardship Technology Inc for making payments to a participant's account. The online payments are automated, scheduled payments coming from the employer's ministry bank account. Contributions cannot come from personal bank accounts.

<u>It is essential that employers consider making the transition from manual checks to the Online Payment System as WPF will be moving away from manual checks within the next two years, including Bill-Pay service payments (which are manual checks)</u>.

FOR THOSE <u>NOT</u> USING THE ONLINE PAYMENT SYSTEM:

1. The OPS is safe, fast, easy to use and can be set up to be an automatic payment, either Monthly, Semi-Monthly, Weekly, Semi-Weekly, or Quarterly. However, you may also go into the system each time you want to pay and manually set up a payment called a One-Time Payment. This can also be used for an extra payment to a participant in addition to an automatic payment setup, i.e., a bonus or a catch-up payment, etc.
2. <u>If you are sending check contributions for more than one participant, use of the OPS is now required and the OPS is the preferred method even for one participant</u>!
3. BILL-PAY SERVICE USERS: You might not be aware that if you are using a bill-pay service or a bank's bill-pay service, those services are sending us a manual check through the mail. Those payments do not get to us any sooner than the treasurer sending it in. Many times, it does not have all the information we need to post the payment and we must spend extra time looking up information since our required Remittance Slip does not come with the bill-pay service checks. Also, the OPS is free to you! There are no fees unlike many bill-pay companies charge.
4. Registration for an account in the OPS is fast and easy. All we need is the information listed below emailed to WPF. Once we get this information, we will register your ministry for an OPS account and send you an email with instructions to log in the first time to set up a Username and Password. After that, you enter your bank account information and the Employee Information, and you can schedule your first payment.

MINISTRY NAME
DENOMINATION
FEDERAL TAX ID
ADDRESS/CITY/STATE/ZIP
MINISTRY PHONE NUMBER
EMAIL ADDRESS

FOR THOSE CURRENTLY USING THE ONLINE PAYMENT SYSTEM:

1. Treasurers come and go, so access to the OPS MUST be passed on to any new treasurer and the new treasurer needs to be trained on how to use the system to be able to change payment amounts, add new employees and maintain the account. The new treasurer MUST change the Username and Password when they have assumed full control of their new position.
2. One handy feature of OPS is being able to Upload Enrollment Forms to an Employee's record in the FILES/FORMS section once you have entered a new employee's information. You can scan in the form and upload it! Fast, safe and easy to do! WPF will pull it from there once we receive the first contribution for the new employee.
3. USERS TIP: To Change an Automatic Payment (either the payment amount or adding or subtracting a person from the schedule):
   a. Click on the VIEW/EDIT icon next to the NEXT SCHEDULED PAYMENT listed on the Payments screen.
   b. Click on the EDIT button at the top of the box that appears.
   c. Change any people or amounts on this screen, then click on the SCHEDULE PAYMENT button at the bottom.
   d. On the next screen you will need to choose or confirm the dates the payment will be made. The first field is the FREQUENCY. You must click on the down arrow and choose MONTHLY (or Semi-Monthly, etc.) even if it was already set up that way. The Edit mode reverts to One-Time Payment, so you MUST CHOOSE the automatic option again for it to remain an automatic payment. The second field is SCHEDULE DATE. This is the date the payment will come out of the bank account. Make sure your correct bank account is showing in the BANK ACCOUNT field. The final field is APPLY PAYMENT BEGINNING. This field is referring to which month of the person's pension you are paying. It could be the previous month, the current month or the next month.
   e. You cannot post payments into a previous year! Those financials are closed and will create problems in the new year and with our auditors!
   f. You cannot pay contributions for more than three months in advance. (No one-time payments for the entire year.)
   g. Once the payment screen is all set the way you want it to be (check the Summary box to the right) then you can click on APPLY PAYMENT. Always go back to the Payments screen and check to make sure the scheduled payment is correct.
4. Year-end contributions must be received in the WPF office by December 27, 2021 to be posted into a participant's investment account for 2021.

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 scroll down to *"Resources"* and click on the *"Various Resources"* tab. Again, clicking on the blue link will download the document.

***Tax Season Note: 2021 Minister's and Church & Profit Tax & Financial Guides are now available on our website.**

We are happy to assist with any inquiries you 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 — wpf@wesleyan.org