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***-When can I access my funds?***

At age 62.

***-When can I access my funds if I leave my job?***

If you terminate service with your employer before your 62<sup>nd</sup> birthday, you are entitled to the retirement benefits when you reach age 62. Members may take their funds prior to age 62 only after a five-year waiting period from the separation of service date. This applies to all funds in the retirement account that were not voluntarily contributed by the member. *Employee* funds only have a one-year waiting period at the job-ending date. (So, you can't do a rollover of your funds to another firm's retirement fund until age 62 or five years from your job-ending date.)

Ministers can only have access to their funds if they have filed their credentials with the General Secretary's office. The one-year and five-year wait starts from the date of the vault receipt of the credentials. *(District Admins: It is extremely important that all filed or surrendered credentials are sent to the General Secretary's office immediately and not kept in your district files. Ministers who surrender credentials are counting on that vault receipt date to be five years from their termination of employment to access their funds. See "Early Access to Funds" tab on website.)*

***-Why am I not seeing the total amount of my ministry's payment in the contribution summary in my Principal Financial Group (PFG) online account?***

One-twelfth of the Employer Contribution (typically 1% of your gross salary) is used by WPF to purchase disability and death protection (insurance) for you and for such other purposes as the WPF board may from time to time determine (see Group Death and Disability Benefits section of the *Summary Plan Description* for insurance details). The rest is invested in your account in the Plan. When you enroll, your life insurance coverage begins immediately when assessments are received. The disability coverage begins only after twelve consecutive payments are received into the plan.

***-Can I give personally to my pension fund?***

No, you may not send personal checks to deposit into your pension plan. You can give personally through the voluntary, salary-reduced *employee* option you setup with your employer. (Insurance premiums are not paid from *employee* funds.)

### **-Is 4-47487 my account number?**

No, it is the Wesleyan Pension Fund group contract number with *Principal Financial Group (PFG)*. It is how they identify our Plan. Your personal account number is your social security number.

### **FORMS**

All our forms (including both English and Spanish enrollment forms) are available for download on our website, [wesleyanpensionfund.com](http://wesleyanpensionfund.com), or we can email or mail them to anyone interested. We do not have a secure website for computer fill-in forms and do not recommend emailing completed forms. We encourage faxing or mailing completed forms—our contact information is available on the forms.

### **ONLINE PAYMENT SYSTEM**

*-All ministries must be in our Online Payment System (OPS) for processing contributions by December 1, 2022.*

*-District Admins: Please encourage your churches to set up their employees on the system and help answer questions they might have.*

-To setup *Online Payment System* account: Go to our website, [wesleyanpensionfund.com](http://wesleyanpensionfund.com), scroll to *Online Payment System* (on the left under the PFG login). Click on “*First-Time & Returning Users.*” Email or call the WPF office with the following information:

-Ministry Name	-Address/City/State/Zip
-Denomination	-Phone Number
-Federal Tax ID	-Email Address

WPF will register your account and notify you by email when it’s ready for you to complete the process. Once the initial setup is complete, you can let the system process your payments and receive a confirmation email (or receipt) when the transactions are completed. You should only need to return to the site when adding employees or changing your information. When returning to your account, click on “*First-Time & Returning Users*” with your username and password. (Username and password should be employer-oriented, not personal, as it is information kept and passed on to future treasurers/bookkeepers.) If you are a “*Returning User*” and adding a new participant to your current list of employees, an enrollment form **MUST** be completed and mailed or faxed to WPF before the contribution can be processed. If he/she is already a member, please **DO NOT** have them complete another enrollment form. Enrollments are only processed when a contribution is received.

### **TWCHub USAGE**

-We use the Hub to check ministerial credentialed statuses for those who have marked the “minister” box on the enrollment form. WPF recognizes only those who are ordained or licensed ministers as eligible for the Federal Housing Allowance. *(District Admins: we need your help in keeping the Hub updated continually with ministerial status, address and email changes, etc.)*

-We also use the Hub to look up Local Church Leaders. If there is a problem with a payment or we don’t have enrollment forms for a contribution received, we have to follow-up with church treasurers, administrators and admins. *(District Admins: We need email address for church leaders! We need forwarding contact information for employees who leave the job or move to a new address—their pension funds remain active, and we need to be able to contact them. This could be added to an Exit Interview process.)*