

# News & Notes

Spring 2018

## FCMM Implements Secure File Exchange



Documents with confidential or private information may now be sent to FCMM, and received from FCMM, through a secure, encrypted system known as LeapFILE. Participants and new enrollees may send files through this link: <https://fcmmbenefits.leapfile.net/>. Participants with capability to scan files can upload their PDF scans. There is no user account to set up. Files may be sent by following the simple instructions.

If you receive a secure document from FCMM, your email notification will contain a link through which you validate your access and download the file.

FCMM has implemented the LeapFILE system to better serve participants with security of personal information.

## Types of Contributions to the Retirement Plan

There are two main categories of contributions sent to FCMM by an employer:

- (1) Employer Contributions and
- (2) Employee Contributions.

**Employer contributions** are a benefit of employment provided to an employee. They are not withheld from the employee's salary. The amount of the employer contribution is determined by the Employer and should be accurately stated in the Employer Adoption Agreement (Form 20). Employer contributions can be a base contribution rate or amount, the employer's corresponding contribution to a matching employee contribution, or both.

Employer contributions can be remitted on a per pay period, monthly, quarterly, or annual basis as determined by the

employer. In the case of a matching contribution, the employer match should be sent at the same time as the employee's deferral is remitted.

At year end, the amount of the employer contribution is not reported on a W-2, but the "Retirement Plan" box in Box 13 should be checked.

**Employee contributions**, also called salary deferral contributions, are withheld from an employee's salary each pay period on either a pre-tax or Roth (after-tax) basis. Salary deferral contributions are voluntary and are initiated by the participant by completing the salary deferral section of Form 03 Investment Selection.

Unless the employer has set a different threshold, all

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## When the Church Brings on a New Treasurer / Administrator...

When a new treasurer, bookkeeper, executive pastor, or administrator takes over employer responsibilities for the FCMM Retirement Plan and/or Long Term Disability Plan, it is important to give him or her the information needed to transition smoothly. FCMM suggests that you cover the following items as you make a transition:

### Retirement Plan

- Download Form 21 Employer Guide and review as an orientation and annual checklist for the new person.
- Inform the new person where the current Employer Adoption Agreement is kept on file. Review the document, including the employer's selection of how benefits are determined. Files of remittances and any other retirement plan information should be pointed out.
- Provide instructions on how current contributions are made and when they are remitted to FCMM.
- Review the compliance requirements as detailed on the first page of the Employer Guide.
- Give the contact information for the FCMM office: (800)995-5357 and [fcmmbenefits.org](mailto:fcmmbenefits.org).
- Notify FCMM of the change in the employer's administrative contact person.

### Long Term Disability Insurance Plan

- Review the quarterly billing schedule and list of current LTD participants.
- Cover enrollment change procedures:  
**New employee enrollment** – must be within 30 days of employment or at January open enrollment period. Use Forms 101 LTD Enrollment and 102 LTD Beneficiary Designation.  
**Employment ending** – inform FCMM prior to, or within two weeks of, termination.
- Download Form 103 LTD Salary Worksheet form and submit promptly to FCMM when salary changes occur.
- Email [benefits@fcmmbenefits.org](mailto:benefits@fcmmbenefits.org) for information or questions.

## Types of Contributions

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employees regularly working 20 hours a week or more should be given the opportunity to make salary deferral contributions.

At year end, the amount withheld is reported in Box 12 on the employee's W-2, and the "Retirement Plan" box in Box 13 should also be checked. Employee contributions must be remitted to FCMM as soon as reasonable for the proper administration of the plan. An example of a reasonable time is 15 business days following the month in which contributions are withheld from an employee's salary.

The IRS has set dollar limits on Retirement Plan contributions, which are updated on an annual basis. See information on FCMM's website regarding the current overall limit and the salary deferral limit.

**IMPORTANT NOTE:** It is essential that an employer correctly specifies the contribution type(s) on our "Contribution Remittance Form" every time a payment is sent to FCMM. Not sending us this information can *significantly delay* the investing of participant funds.



### FCMM serves churches and ministry employers with ...

Retirement

Long Term Disability Insurance

Payroll

Group Health Insurance

Long Term Care Insurance

