

FORM 23: CHURCH ENROLLMENT PROCEDURES

After an Employer has decided to participate in the FCMM Retirement Plan, the Plan is implemented by submitting an Employer Adoption Agreement (Form 20) and Enrollment forms for eligible employees. It's also important for those administering the employer's participation to become familiar with the Plan's compliance and best practices. The following Employer and Employee Forms are updated regularly. Copies of current forms may be downloaded from <http://www.fcmmbenefits.org/documents>. Please note that instructions for submitting most forms appear near the bottom of the form.

FCMM staff are available to assist. Please contact us at: (800) 995-5357 or fcmm@fcmmbenefits.org

EMPLOYER FORMS

- 20** **EMPLOYER ADOPTION AGREEMENT (Form 20)**
Required **Completion of this document is the first step in setting up the FCMM Retirement Plan for your organization and must be in place before employees can be enrolled.** This form is used by the Employer to adopt the FCMM Retirement Plan as the church's sole retirement plan. In a church plan like FCMM, the Employer can establish various classes of employees, with differing eligibility and schedules of contributions, if desired. The Employer Adoption Agreement provides a template for choices for each class. It also requires that the Employer offer salary deferral (only) to all staff who meet eligibility requirements for number of hours worked as determined by the Employer. The form must be sent to the FCMM office. The employer should keep a copy of the completed Form 20 along with a copy of the FCMM Plan Document (Form 30) on file in the organization's office. The FCMM Plan Document, along with the Employer Adoption Agreement serves as the church's plan document should the IRS or other entity inquire about the Employer's compliance with IRS regulations.
- 21** **EMPLOYER GUIDE (Form 21)**
FCMM provides guidelines to church administrators on important details for which they are responsible including contribution limits, compliance, and enrollment.
- 24** **CONTRIBUTION REMITTANCE INSTRUCTIONS (Form 24)**
A helpful resource for church treasurers and bookkeepers, this informational document provides detailed instructions on completing the required contribution remittance form.
- 38** **SUMMARY PLAN DESCRIPTION (Form 38)**
This document answers many common questions about the FCMM Retirement Plan. It is the employer's responsibility to distribute or make the Summary Plan Document available to employees.

Upon completion and submission of the Employer Adoption Agreement, employers should then encourage and support the completion of the Participant Enrollment Packet by eligible employees. A participant's enrollment forms must be submitted to FCMM before contributions can be accepted.

EMPLOYEE FORMS

31 INVESTMENT OPTION DESCRIPTIONS (Form 31)

This informational form explains each Option for both Employer contributions and Employee contributions. Investment choices are made exclusively by the participating Employees.

00 PARTICIPANT ENROLLMENT PACKET (Form 00)

FCMM must receive all required forms listed below before we can accept contributions on behalf of the employee. Required forms are: Form 01, Form 02, and Form 03. For those investing in one of our self-selected mutual fund offerings (Options F, G, or J) or the CIF adjustable rate investment (Option H), an additional supplemental form (Form 04, 05, 06, 07) is required as shown below.

01
Required

PARTICIPANT ENROLLMENT APPLICATION (Form 01)

This form contains required personal information. On it, the employer specifies the employee class to which the participant belongs, based on the Employer Adoption Agreement. An Employer (or church official's) signature is required on this form.

02
Required

PARTICIPANT BENEFICIARY DESIGNATION (Form 02)

The participating employee (Member) must designate one or more beneficiaries to receive remaining retirement account funds in the event of death

03
Required

INVESTMENT SELECTION FORM (Form 03)

This form indicates where contributions made on behalf of the Employee will be invested. On this form, the Employee specifies investment choices and can authorize voluntary salary deferral contributions from his/her paycheck. An Employer (or church official's) signature is required on this form.

04

PARTICIPANT INVESTMENT SELECTION—AMERICAN FUNDS (Form 04)

If you choose to invest in the Self-Selected Mutual Fund Option in American Funds (Option F), you will also need to fill out this form and indicate how the money directed to Option F is to be invested in American Funds. These allocations can be changed via online account access.

05

PARTICIPANT INVESTMENT SELECTION—VANGUARD FUNDS (Form 05)

If you choose to invest in the Self-Selected Mutual Fund Option in Vanguard Funds (Option G), you will also need to fill out this form. There is a "two-step" allocation process in which first-time contributions are initially deposited into the Vanguard Balanced Index Fund (VBIAX) until you change that allocation via online account access.

06

PARTICIPANT INVESTMENT SELECTION—CHRISTIAN INVESTORS FINANCIAL (Form 06)

If you choose to invest in the Adjustable Rate Investment (Option H), you will also need to fill out this form.

07

PARTICIPANT INVESTMENT SELECTION—BIBLICALLY RESPONSIBLE FUNDS (Form 07)

If you choose to invest in the Self-Selected Mutual Fund Option in Timothy Plan Funds and/or GuideStone Funds, you will also need fill out this form and indicate how the money direction to Option J is to be invested within the respective mutual funds. These allocations can be changed via online account access.

08 TRANSFER/ROLLOVER TO FCMM 403(B) (FORM 08)

This form is used to initiate a transfer or rollover of funds from an outside account (401k, 457b, pension plan, 403b, or Traditional IRA) to your FCMM account. A Signature Guarantor Stamp, usually available from a local bank, may be required by the transferring plan. You may request a transfer or rollover from an outside retirement account after your enrollment is processed and your employer has remitted the first contribution on your behalf.