

Retirement Participation Notice

As a new employee of the Washington Conference of Seventh-day Adventists, please note the following regarding participation in the Adventist Retirement Plan (ARP) - managed by Empower Retirement.

Auto Enrollment Notice

- Effective September 14, 2017 all new employees will be automatically enrolled in the ARP through Empower Retirement.
- Auto enrollment will begin as a 3% pre-tax deduction from your payroll.
- If you do not want to participate in the auto enrollment, after the first payroll run you may change it by going online or calling Empower (see bottom of page for contact information). Through empower you can change your 3% deduction to "0%". *[As a new employee please wait at least one week after your first payroll for your account to be established with Empower before your call or go online to cancel the auto enrollment.]*
- If you would like to contribute more than 3%, less than 3%, or select different investment choices, please contact Empower either online or by phone to make that change. Your request for payroll deduction changes will be forwarded from Empower to our payroll office for processing.
- A Roth 403(b) option is also available in addition to a pre-tax deduction. If you would like to contribute to a Roth account, please contact Empower either online or by phone to make that change. Your request will be forwarded to our payroll office for processing.
- If a newly hired employee would like to be refunded the 3% auto enrollment deduction or the difference of a requesting a lower deduction amount (say 1.5% instead of 3%), please contact Empower Retirement either online or by phone to make that request. Your request for a refund must be made within 90 days from the date of your first payroll date. **Requests made 91 days or later will not be eligible for a refund.** Requests for a refund within 90 days will require paperwork and you will receive a 1099r at the end of the year.

Auto Escalation Notice

- Effective July 1, 2018 all employees will be automatically escalated in their retirement participation by 1% on a yearly basis up to 7%. When an employee's contribution reaches 7%, the automated increase will stop. You may increase it beyond 7%, but it will no longer be done automatically after you reach 7%.
- If at any time, you want to change the escalation percentage amount, simply go to the Empower website and indicate the percentage amount you *do* want. Your request for payroll deduction changes will be forwarded from Empower to our payroll office for processing. – No More Paper Forms!
- Beginning July 1, 2018, if you have never elected to contribute any of your own money, or you have indicated that you did not wish to participate at all, please be aware that an **Auto-Escalation amount of 1%** will be made for you. If you still do not wish to participate – or want to change the percentage amount – please go to the Empower website to make the adjustment. You will have to do this each July 1.

I acknowledge that I have received and read the Retirement Participation Notice regarding auto enrollment and auto escalation.

Signature

Date