



**CREATE, GROW  
& DISCOVER  
ALL YOUR TOMORROWS**



**ADVENTIST  
RETIREMENT  
SUMMARY PLAN DESCRIPTION**





THE **FUTURE** BELONGS TO THOSE WHO  
BELIEVE IN THE BEAUTY OF THEIR DREAMS.

-ELEANOR ROOSEVELT

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# BE PREPARED FOR THE ADVENTURES IN YOUR LIFE



## INTRODUCTION

The term "Plan" throughout this document refers to the post-freeze plan called Adventist Retirement Plan, which started on January 1, 2000. The previous plan, called the Defined Benefit Plan, was frozen on December 31, 1999.

In 1911, the Seventh-day Adventist Church initiated what became a defined benefit retirement plan designed to provide a reliable flow of funds for career employees who were no longer able to work due to age or illness. The retirement plan has gone through many modifications since then and, as of December 31, 1999, the United States defined benefit plan is a frozen plan. (Canada and Bermuda have their own plans.) This means that as of that date, with few exceptions, no employees of United States employers are earning service credit under the defined benefit plan.

In its place, the Church has initiated a defined contribution plan (the "Plan") for ministers, missionaries and other employees of any United States employer that is eligible to participate, as described below. This Plan allows both you and your employer to set funds aside for your retirement.

Generally, these funds will be "pretax" to you- that means that you will be able to defer payments on the contributed funds until you withdraw them from the Plan. This Plan places significant responsibility on you, the employee. You will direct the investment strategies of your retirement funds. You will make contribution decisions. And, upon retirement, you will make distribution decisions.

The Plan allows you to take a distribution of your retirement funds upon termination from denominational employment. However, there are limits and tax consequences for Plan distributions depending on how you access these funds. (These limits and tax consequences are described in the "Payment of Benefits" section of this booklet.) When you are eligible for a distribution, you can choose to leave your funds in the Plan or roll your account balance over to similar investments, allowing the taxes on the funds to continue to be deferred until the funds are actually paid to you. You can also roll your account balance over to an individual retirement annuity if you want to receive an annuity form of benefit.

## **TYPE OF PLAN**

The Plan is a Church retirement income account program described in Section 403(b)(9) of the Internal Revenue Code (IRC).

## **THIS BOOKLET**

This booklet is called a Summary Plan Description. It provides a general description of the Plan and its provisions. As a summary, it cannot be considered an exhaustive description of the Plan and how it would work under all situations. There is a legal Plan document, the Adventist Retirement Plan (ARP), and your rights and obligations, and the rights and obligations of the Plan and your Employer are controlled by that document. If this summary is inconsistent with the ARP, the terms of the ARP will control.

If you wish to review the Plan document, you can do so by contacting the Adventist Retirement Plan's office or downloading the document from the Plan's website at [www.adventistretirement.org](http://www.adventistretirement.org).

## **PURPOSE OF THE PLAN**

The purpose of the Plan is to provide retirement income for the employees of participating employers and their beneficiaries. The contributions that you and your employer make to the Plan, and the earnings on those contributions, are designed to provide a significant portion of financial security in your retirement. However, few retirement plans are alone adequate to maintain a pre-retirement standard of living in retirement. Social Security and other personal assets will usually play a significant role in meeting your retirement income goals.

## **CONTRIBUTIONS TO THE PLAN**

The Plan is a defined contribution plan. As an employee, you are urged to make voluntary contributions to the Plan. If you are eligible, your employer will match your personal contributions up to a maximum of three percent. In addition, you may also be eligible to receive employer basic contributions. (Eligibility for employer basic and matching contributions is described in the "Eligibility" section of this booklet.) All contributions (both your voluntary contributions and any employer contributions) will be credited to your personal account in the Plan after each payday.

The Internal Revenue Service (IRS) limits the amount of contributions that both you and your employer can make to the Plan. Complying with contribution limits is your responsibility.

## **PLAN ADMINISTRATION**

The North American Division Adventist Retirement Plan office administers the Plan. If, after reading this booklet, you have questions regarding the Plan, you should contact:

Adventist Retirement Plans  
12501 Old Columbia Pike  
Silver Spring, MD 20904-6600  
1-301-680-6249  
[www.adventistretirement.org](http://www.adventistretirement.org)

If you have questions about your Plan investments, you should contact the investment administrator, Empower Retirement, at 1-866-467-7756.

## ELIGIBILITY

U.S. Adventist hospitals and related entities, Bermuda, Canada and regional conferences have separate retirement plans. Their employees are not eligible to participate in this Plan. Generally, if you are an employee of a U.S. Seventh-day Adventist Church entity as listed in the SDA Yearbook, or if you are an interdivision missionary from the United States sent by the General Conference of Seventh-day Adventists, you are eligible to make voluntary contributions to the Plan. Since U.S. Adventist hospitals and related entities have a separate retirement plan, their employees are not eligible to participate in this Plan. In addition, student employees working for Adventist educational institutions are not eligible to participate in the Plan.

You may also be eligible to receive employer contributions in this Plan. Although all employees, except for certain student employees, are eligible to make voluntary contributions to the Plan, there are different eligibility requirements for employer contributions. Depending on which of two retirement benefit options your employer has selected, your eligibility for employer contributions will be either:

- Option A1: All employees working on at least a half-time basis are eligible to receive both employer basic and matching contributions. Employees working less than half-time are not eligible for any employer contributions.
- Option A2: All employees working full-time are eligible for employer basic contributions. All employees, including those working less than full-time, are eligible for employer matching contributions.

The only exception to the two eligibility options is for Early Childhood Education Center (ECEC) employees. For ECEC employees, depending on one of two retirement benefit options your employer has elected, your eligibility for employer contributions will be either:

- Option B1: ECEC employees are eligible for the same retirement benefits as the employer elected for all other employees (either Option A1 or Option A2 above).
- Option B2: ECEC employees are not eligible for any employer contributions, regardless of the employer election of benefits for other employees.

Please contact your local employer's HR office if you have any questions about which option may apply to you.

In addition, the following individuals are eligible to participate in the Plan under certain circumstances:

- Military service that interrupts the career: If you take leave to serve in the United States armed forces and return to work for your denominational employer, you will be eligible for special "make-up contributions." These are the employer contributions that would have been made to your Plan account had you not left for employment for military service. These special contributions are not subject to the various contribution limits discussed elsewhere in this booklet.
- Chaplains: Adventist chaplains, properly credentialed by the Church, can participate in the Plan by making personal tax-deferred contributions to the Plan – even though employed by another organization. Also, a chaplain's employer can make contributions to the Plan at its option.
- Graduate study: If you take a leave of absence for graduate study you may be eligible to receive additional employer basic contributions. In order to be eligible for these additional contributions you must successfully complete a course of graduate study with a degree at the Master of Arts level or higher, and you must return to full-time employment with your denominational employer within one year of completing your study. If you meet these requirements, your employer may make additional basic contributions to your account. You can receive additional basic contributions for up to two years of graduate study. These contributions will be made to the Plan over a period of up to four years provided you to work for your denominational employer throughout that period.
- Disability: If you become disabled prior to termination of employment and are eligible for disability pay under your employer's long-term disability insurance plan or under Social Security, your employer will continue to make basic employer contributions based on pre-disability pay rates for a period of up to 18 months of disability, including the elimination period.

If you are eligible to participate in the Plan, you can enroll by obtaining an application packet from your employer's Human Resources office and completing the application according to Plan instructions..

## CONTRIBUTIONS

The Adventist Retirement Plan is a valuable benefit that can help you prepare for and live a secure retirement.

### PERSONAL INVESTMENT ACCOUNTS

Upon enrollment, personal investment accounts will be set up in your name. After each payroll, contributions will be posted to your account. Earnings on your contributions will be credited on a periodic basis. The funds will be invested according to your elected investment strategy, which you can change at any time.

After the close of each quarter, you will receive a statement of your account balances that reflect all employer contributions, your contributions and earnings on those contributions since the last statement. It is important that you review the statement and make certain that all contributions have been posted to your account on a timely basis, and that your retirement funds are being invested according to your instructions.

In addition to the quarterly statement, you can contact the Plan's recordkeeper, Empower Retirement at 1-866-467-7756 or at their website, [www.empower-retirement.com/participant](http://www.empower-retirement.com/participant), to determine the current market value of your account.

### INVESTMENT STRATEGY

As a Plan participant, you have the opportunity to develop your own investment strategy for your retirement funds. The Plan offers a number of investment opportunities, each of which has a specific investment objective. The Plan will provide information on each of these opportunities, including the objective, historical return on investment and historical "volatility" (that is, how much the earnings rate on the investment option has varied over time). This information is available at [www.empower-retirement.com/participant](http://www.empower-retirement.com/participant).

If you do not want to select your own investment strategy, the Plan has set up Target Maturity Model investment options which have been designated as the default investment options. Additional information on the Target Maturity Models can be found on the Empower Retirement website at [www.empower-retirement.com/participant](http://www.empower-retirement.com/participant) or by calling Empower Retirement at 1-866-467-7756.

### EMPLOYER BASIC CONTRIBUTIONS

If you meet your employer's eligibility requirements for employer contributions, your employer will make a basic contribution to your defined contribution account after each payroll. The employer basic contribution rate will be set from time to time by the North American Division Committee. See the "Eligibility" section of the booklet for information on employer eligibility requirements.

If you are a commissioned salesperson who is a documented employee of a participating employer, your employer will contribute based on your commissions. Salespersons who are deemed by relationship documentation to be independent distributors are ineligible to participate.

### EMPLOYEE VOLUNTARY ELECTION

You can make pretax contributions to this Plan based on a dollar amount or a percentage of your salary. Your voluntary contributions are made pursuant to a salary reduction agreement. Since you do not have access to this part of your salary, you are not generally liable for federal income tax on it until such time as you withdraw it from the Plan.

In addition to pretax contributions, you can make voluntary after-tax contributions to the Plan. These after-tax contributions do not reduce your current taxable compensation. (Note: These "after-tax" contributions are different from Roth contributions, which are described later in this booklet, in that they do not need to be made pursuant to a salary reduction agreement. Also, unlike with Roth contributions, the earnings on after-tax contributions are taxable at the time of distribution.)

The Plan does not set a maximum on your voluntary contributions, but the IRC limits how much you can contribute. See "Contribution Limits" for a description of these limits.



## EMPLOYEE ROTH CONTRIBUTIONS

If your employer allows, you may choose to make a special type of salary reduction contribution to the Plan called “Roth contributions.” Roth contributions are similar to voluntary pretax contributions in that they are deducted from your salary based on your individual salary reduction agreement. Roth contributions are subject to the same contribution limits that apply to voluntary pretax contributions. (For more information on the applicable limits, see the “Contribution Limits” section in this booklet.)

Unlike other salary reduction contributions, Roth contributions are made with after-tax dollars. That means that Roth contributions do not reduce your currently taxable income, but you are not taxed on these contributions when you withdraw them from the Plan. In addition, if your Roth contributions are distributed in what is called a “qualified distribution,” you will not be taxed on the earnings on your Roth contributions. A “qualified distribution” is a distribution that: (1) is made at least five years after you make your first Roth contribution to the Plan; and (2) is made after you reach age 59 ½, die or become disabled. You should discuss with a tax advisor regarding the benefits of pretax and Roth after-tax contributions.

## EMPLOYER MATCH

As an incentive to encourage you to make voluntary salary reduction contributions to the Plan, your employer may contribute a “match” to your account if you make a voluntary contribution. If you are eligible, your employer will match 100% of your voluntary salary reduction contributions up to 3% of your salary. Whether you are eligible for these contributions depends on the retirement benefit option your employer has selected. See the “Eligibility” section of this booklet for information on the different retirement benefit options. You can contribute more than the amount your employer will match, but you should make sure that you do not exceed IRC limits on total tax-deferred contributions. (See the “Contribution limits” section of this booklet.) You should contact Empower Retirement, a tax advisor or your local employer’s HR professional for additional information on the contribution limits.

### EXAMPLE:

EMPLOYER BASE CONTRIBUTION	EMPLOYEE PRETAX CONTRIBUTION	EMPLOYER MATCHING CONTRIBUTION	TOTAL ARP CONTRIBUTION
5%	0%	0%	5%
5%	2%	2%	9%
5%	3%	3%	11%
5%	5%	3%	13%

## ROLLOVER CONTRIBUTIONS AND TRANSFER CONTRIBUTIONS

If you have contributed to another retirement plan, you may also be able to make a rollover contribution or a transfer contribution to this Plan. A rollover contribution is a direct rollover of a distribution made from an IRA or from another retirement plan into your account in this Plan. If you are eligible to receive a distribution from another 403(b) plan or from a qualified 401(a) plan, a 403(a) annuity plan, a governmental 457(b) plan or an IRA, you can have that amount rolled over directly into this Plan.

A transfer contribution can also be made to this Plan. A transfer contribution is different than a rollover contribution in that it must be made from another 403(b) plan, and it is available only if the other 403(b) plan permits such a transfer.

There are a number of legal restrictions on rollovers and transfers. Therefore, if you are a participant in another retirement plan, you should check with the administrator or provider for that plan, as well as with Empower Retirement, to determine whether you can make a rollover or transfer contribution to this Plan.

Rollover contributions and matching contributions are not eligible for employer matching contributions.

## CONTRIBUTION LIMITS

The Internal Revenue Code limits the amount that you and your employer can contribute to your account. Some of the limits calculations require information from previous tax deferrals. These calculations will only be as reliable as the information you provide. You are ultimately responsible for ensuring that you do not exceed the IRC limits. You can contact Empower Retirement, a tax advisor or your local employer's HR professional for additional information on IRS contribution limits.

Essentially, tax laws set two limits, and you must meet the requirements of each of these limits.

The first is a flat dollar limit on voluntary contributions.

- Limit on elective deferrals: Voluntary contributions made under a salary reduction agreement (including any Roth contributions) cannot exceed \$18,000 in calendar year 2015. However, if you are age 50 or older, your available limit could be increased.

The second limit applies to all contributions made to the Plan, both employer and employee contributions (but not including any rollover or transfer contributions). As a general rule, the total contributions by you and your employer cannot exceed the lesser of a specific dollar limit (\$53,000 in 2015) or 100% of your "includible compensation." For purposes of this rule, "includible compensation" is your taxable compensation plus any salary reduction contributions you make to this Plan and certain other salary reduction contributions made to other plans (including any cafeteria plan your employer may offer). If you are a minister, "includible compensation" does not include any compensation designated as parsonage or housing allowance.

- If your includible compensation is less than \$10,000, or if you are a foreign missionary with little or no taxable income, there are special exceptions under this rule. You might wish to contact a tax advisor or your local employer's HR professional for additional information on these options.

## EXCESS DEFERRALS

If it is determined that you have exceeded the limit on elective deferrals, the Plan provides that the excess amount (including earnings on that excess amount) will be refunded to you by April 15 of the year following the year in which the excess contribution was made to the Plan. The excess contribution will be treated as taxable income to you in the year of the deferral and any earnings on the excess contribution will be taxable in the year of the refund.

## PARSONAGE ALLOWANCE

If you are a minister with a significant parsonage allowance exclusion, you will have a correspondingly smaller taxable compensation base upon which to calculate the contribution limits. These limits may reduce the amount that you can contribute to the Plan. You should consult with a tax advisor or your local employer's HR professional if you anticipate that your parsonage allowance exclusion will not leave enough taxable compensation to meet your retirement contribution goals.

## VESTING OF CONTRIBUTIONS AND EARNINGS

All employee voluntary contributions and earnings on those contributions are nonforfeitable. In addition, as of July 1, 2011, employer basic and match contributions are nonforfeitable, including balances in existing basic and match contribution accounts. In other words, beginning July 1, 2011, you are 100% vested on your entire account in the Plan.

	MODEST ALLOWANCE	PARSONAGE
Gross Income		\$40,000
Parsonage Allowance	\$20,000	
Taxable Compensation	\$20,000	
General Rule		x100%
Maximum Deferrals		\$20,000
Actual Deferrals		
• Employee Basic	\$2,000	
• Employee Voluntary	\$1,200	
• Employee Match	\$1,200	
Total Deferrals		\$4,400
Additional Deferral Available		\$15,600

	SIGNIFICANT ALLOWANCE	PARSONAGE
Gross Income		\$40,000
Parsonage Allowance	\$37,000	
Taxable Compensation	\$3,000	
General Rule		x100%
Maximum Deferrals		\$3,000
Actual Deferrals		
· Employee Basic	\$2,000	
· Employee Voluntary	\$1,200	
· Employee Match	\$1,200	
Total Deferrals		\$4,400
Additional Deferral Available		-\$1,400

## TAX IMPLICATIONS

In this section, certain tax matters are discussed in a general way. You should consult your tax advisor if you have technical questions.

### FEDERAL INCOME TAX

Neither employer contributions nor your pretax contributions are subject to federal income tax in the year contributed. Your W-2 will show a reduced taxable income for federal tax purposes. Withdrawals will create a potential tax liability. In most cases this will be after retirement, and could be at a lower tax rate.

### STATE AND LOCAL INCOME TAX

Many states and some localities have their own income tax. Generally, this tax is calculated on the some taxable income shown on the W-2 to calculate federal income tax. However, some states and localities have other rules. If you are subject to such taxes, you should consult with a tax advisor or the tax office of the state or locality in question.

### SOCIAL SECURITY – FICA/SECA

Employer contributions are not subject to Social Security or Medicare payroll taxes. In addition, a minister's voluntary pretax contributions are not subject to Social Security or Medicare taxes – that means that a minister does not have to pay SECA taxes on these contributions. However, salary reduction contributions made by employees who are not ministers are subject to Social Security and Medicare taxes.

### PARSONAGE ALLOWANCE EXCLUSION

If contributions to the Plan were made at the time you were performing services in the exercise of your ministry, upon retirement, distributions from the Plan may be eligible to be treated as a parsonage allowance. Each year, the ARP Board makes a designation so that 100% of a distribution that is attributable to contributions earned while you were performing service in the exercise of ministry is eligible for the parsonage allowance. That means that upon retirement, up to 100% of your annual taxable distribution from the Plan can be considered to be parsonage allowance and may be excluded from your taxable income. The amount actually excludable as parsonage allowance cannot exceed the least of the following:

- The fair rental value of your furnished home, plus the cost of utilities
- The actual expenses of operating your home
- The portion of your Plan distribution that is attributable to contributions earned while you were performing service in the exercise of ministry

It is important to note that only distributions paid directly from the Plan are eligible for this tax benefit. If you roll the funds over to an individual retirement annuity, IRA or some other retirement plan, you may not be able to use the Parsonage Allowance on distributions from those plans.

Upon your retirement, the Plan can assist you, if requested, in setting up Plan distributions so that you can maximize the benefit of a designated parsonage allowance within the context of tax laws. You might wish to consult your tax consultant on how to best make use of your parsonage allowance exclusion.

## PAYMENT OF BENEFITS

**This section describes benefit payments upon termination or retirement.**

If you terminate denominational employment, you are permitted to take a distribution of all your voluntary contributions and any rollover and transfer contributions you may have made to the Plan. You are also permitted to take a distribution of employer contributions (both basic contributions and matching contributions). However, if you are under 59 ½, your employer contributions accounts must be rolled over directly to another retirement plan or to an IRA. Funds withdrawn from the Plan will normally be taxable and, if withdrawn prior to age 59 ½, may be subject to a 10% federal early withdrawal penalty. You can avoid the taxes (including the 10% penalty) if you roll your Plan distribution over to an IRA or other eligible retirement plan. See the "Rollovers to Individual Retirement Accounts (IRAs) and Other Plans" section of this booklet for more information on rollovers.

When you retire, or are otherwise eligible to receive a distribution from your account balance, you must request and complete the appropriate distribution paperwork. Empower Retirement can provide this paperwork, and will process the distribution after you have signed and returned the paperwork. You can contact Empower Retirement at 1-866-467-7756 for more information.

You will need to make important decisions regarding the method for distributing your account balance. The Plan will hold regional pre-retirement planning workshops from time to time, and you should plan to attend. You might also wish to consult a family financial planner for advice on how best to meet your retirement needs. The retirement distribution will, in all cases, be limited to the funds in your account balance. The Plan maintains no separate "welfare fund" for special needs and is not able to make discretionary donations for special needs.

### IN WHAT FORM WILL MY BENEFITS BE PAID?

Two basic forms of payments are available under the Plan and are described below. In addition, if you want an annuity form of benefit, you can roll your account balance over to an "individual retirement annuity." You must choose the form of payment before any distribution is made to you. If you are married, your spouse must consent to the benefit option selected.

### INSTALLMENTS

This form of benefit provides you with installment payments for a designated number of years which you specify. However, federal regulations provide that you may not have payments made over a period that is longer than your life expectancy or the joint life expectancy of you and your designated beneficiary. These regulations also require that payments must begin under this form of benefit no later than the calendar year in which you retire from, or the calendar year in which you attain age 70 ½, whichever occurs later.

If you elect to receive installment payments, any amount remaining in your account after you die will be paid to your designated beneficiary.

### LUMP-SUM DISTRIBUTION

You can receive all or part of your retirement accumulation in the form of a lump-sum. This could, of course, create a significant tax liability and the Plan is required to withhold 20% if you request a lump-sum payout that is not directly rolled over to an IRA or to another qualified retirement plan. In addition, if you are eligible for parsonage allowance, you need to remember that the amount of parsonage allowance that you are eligible to claim cannot exceed the lesser of your housing expenses during the year of the distribution or the fair rental value of your home (plus utilities) in the year of the distribution.

## ANNUITIES

An annuity is a flow of funds that provides a monthly benefit to you during your life. If you want to receive your benefits in the form of an annuity, you can elect a lump-sum distribution and roll your distribution over to an individual retirement annuity provided through an insurance company of your choice. The amount of the monthly payment you receive depends on a variety of factors: how old you are at the time that payments begin, how much you roll over to purchase the annuity; expected investment returns; whether you wish to have your annuity protected against inflation; and whether you wish to have benefits paid to your spouse if you pass away before your spouse does.

If you roll your account over to an individual retirement annuity, you will not be taxed at the time of the rollover from the Plan. Instead, annuity payments are normally taxable in the year received.

## ROLLOVERS TO INDIVIDUAL RETIREMENT ACCOUNTS AND OTHER PLANS

In addition to rolling your Plan distribution over to purchase an individual retirement annuity, you can also roll all or a portion of your account over into an individual retirement account (IRA). You can set up an IRA with Empower Retirement, banks, brokers or other financial institutions. You can invest the rolled over amounts according to your wishes and, subject to your agreement with the IRA provider, you can withdraw (and pay tax on) funds as you wish.

In addition to IRAs, you can also roll your account over to another "eligible retirement plan," which includes other 403(b) plans, qualified 401(a) plans (including a 401(k) plan), 403(a) annuity plans, governmental 457(b) plans, and Roth IRAs.

Note. There are special rules that apply to rollovers of any Roth contributions. Roth contributions, and the earnings on those contributions, can be rolled over only to a Roth IRA or to a Roth account in a 401(k) plan or in another 403(b) plan.

## DIVORCE SITUATIONS

If you are divorced or legally separated from your spouse, your benefits under the Plan shall only be paid or held for payment to your spouse or former spouse pursuant to the terms of a Qualified Domestic Relations Order as defined by the IRC.

## CASH-OUT OF SMALL ACCOUNTS

The Plan may, at its discretion, make a lump-sum benefit payment to you if you terminate from denominational service and if the aggregate balance of your account in the Plan is less than \$1,000.

## WHICH SHOULD I CHOOSE?

The distribution option that is best for you will depend on a number of assumptions. You will want to carefully consider factors such as:

- Your retirement expense budget
- The size of your account balance and its ability to generate the required flow of funds to meet the expense budget
- Your interest in the long-term management of investments
- Other income from Social Security, investments, employment, etc.

## PRE-TERMINATION WITHDRAWALS

In limited instances, certain accumulations can be withdrawn prior to termination.

## LOANS FROM YOUR RETIREMENT ACCOUNTS

The Plan allows you to borrow from your salary reduction contributions account (including any Roth contributions), after-tax contributions account, rollover contributions account and transfer contributions account – subject to certain limits mandated by the IRC. Defaulted loan amounts (not repaid on time) will be taxed as ordinary income, and may be subject to a 10% federal early withdrawal penalty if default occurs before age 59 ½. Information regarding specific loan provisions can be obtained by contacting Empower Retirement at 1-866-467-7756 and requesting loan application materials.



## HARDSHIP WITHDRAWALS

If you have an “immediate and heavy” financial need, you can request a hardship withdrawal from the Plan. Any amounts distributed in the form of a hardship withdrawal are taken first from your after-tax contributions and then from your salary reduction contributions (both pretax contributions and Roth contributions). Earnings on your salary reduction contributions are not eligible for hardship withdrawal. You will have to pay normal income taxes on the taxable portion of the hardship withdrawal, plus a 10% federal early withdrawal penalty if you are under age 59 ½ at the time of the withdrawal. A hardship withdrawal is generally available only if you have first taken all loans to which you are entitled under the Plan.

Hardship withdrawals are available only if the financial need is one of the following:

- Uninsured deductible medical expenses (as defined for federal income tax purposes) incurred by the employee, the employee’s spouse or one or more of the employee’s dependents.
- The purchase of the employee’s residence, excluding mortgage payments.
- The payment of post-secondary education tuition for the next 12 months for the employee, the employee’s spouse or one or more of the employee’s dependents.
- To prevent eviction from the employee’s principal residence or foreclosure on the mortgage on that residence. (Note that late mortgage payments or lender letters offering refinancing/ restructuring debt options to remedy delinquent mortgage payments do NOT qualify as hardship.)
- To pay burial or funeral expenses for the employee’s deceased parent, spouse, or other dependent, including travel to the funeral.
- To pay expenses relating to the repair of damage to the employee’s principal residence that would qualify for the casualty deduction (i.e., damage caused by catastrophic events such as floods, hurricanes, or tornadoes).
- After a hardship withdrawal, you are not permitted to make any salary reduction contributions (including Roth contributions) for six months.

## DISABILITY DISTRIBUTION

If you become disabled and are eligible for disability pay under your employer’s long-term disability insurance plan or under Social Security, you can apply for a lump-sum distribution of your accounts in the Plan. You can either take a cash withdrawal or roll the distribution over to an individual retirement annuity, or to another eligible retirement plan or IRA – just as if you had terminated from denominational employment. (See the Payment of Benefits Upon Termination/Retirement section of this booklet for more information.) You should note that there are limits on disability withdrawals from your salary reduction contributions (including Roth contributions). If you are under 59 ½, you cannot take a disability withdrawal from these accounts unless you meet a strict definition of disability which may be different than the definition of disability under your employer’s long-term disability plan.

## PRE-RETIREMENT DEATH DISTRIBUTION

If you die prior to terminating from denominational employment, your surviving spouse (unless you have designated, with spousal consent, a beneficiary other than your spouse) will have access to your account balance. Your spouse can either take a cash withdrawal or roll the distribution over to an individual retirement annuity, or to another eligible retirement plan or IRA – just as if you had terminated from denominational employment. Your spouse can also choose to postpone taking a distribution from your account until such time as you would have reached age 70 ½.

If you have no spouse (or if you have designated, with spousal consent, a beneficiary other than your spouse), upon your death, your account balance will be paid to your designated beneficiary or to your estate if you have not designated a beneficiary.

## AFTER-TAX CONTRIBUTIONS WITHDRAWALS

After-tax contributions are available for distribution at any time without tax or penalty, but withdrawal of the tax-deferred earnings on those contributions will probably create a tax liability and a penalty if withdrawn prior to age 59 ½. If you are married, your spouse must consent in writing to any such withdrawal.

## PRE-RETIREMENT SEPARATION/TERMINATION

If you terminate employment with a participating employer, you can request that the balance in your account be transferred to another retirement plan, cashed out or rolled into another instrument of your choice, subject to IRC limits. If you are under 59 ½, you cannot cash out your employer contributions but you are permitted to roll them over to another retirement plan or to an IRA. You may request these funds following a 45-day waiting period from the effective date of your termination.

## ADMINISTRATION

This section specifies responsibilities for the general administration of your retirement funds.

### RESPONSIBILITIES

The Retirement Office, with assistance from the Plan's third-party administrator, is responsible for the following tasks:

- a. To follow your instructions in allocating in a timely manner all contributions and earnings to the investments that you have selected
- b. To report to you quarterly on the performance of your funds and on the timeliness of your employer in forwarding all contributions to your account
- c. To provide information and education in cooperation with your employer on investment strategies and general retirement planning
- d. To keep Plan administrative costs within a reasonable range to maximize investment returns
- e. To maintain the Plan within applicable legal constraints
- f. To provide timely access to your account upon your eligible application for such a distribution
- g. To use reasonable efforts to locate you or your beneficiaries, if necessary. Any payment due or correspondence sent to the last address you provided will constitute adequate payment and communication to you and will be binding on you for all purposes of the Plan
- h. To care for all other matters relating to the administration and management of the Plan

### THE PLAN IS NOT RESPONSIBLE FOR

- a. Failure of your employer to forward your retirement contributions to your account, either at all or on a timely basis
- b. Failure of the market to meet your expectations
- c. Failure to follow your instructions, if those instructions are not provided to the Plan in a method designated by the Plan
- d. Ensuring that information you provide is accurate when you ask us to assist you with contribution limits calculations

### YOUR EMPLOYER'S RESPONSIBILITY

Your employer is responsible for the following tasks:

- a. To contribute to your retirement Plan account of each payroll as per North American Division policy
- b. To forward all contributions to your account in a timely manner in a form as designated by the Retirement Office
- c. To assist you in communicating with the Retirement Office if necessary
- d. To provide you with various forms and educational materials provided by the Retirement Office as needed
- e. To make provision for periodic seminars and workshops in cooperation with the Retirement Office
- f. To assist you on a timely basis with your application for access to your account balance when you become eligible

## YOUR RESPONSIBILITY

You are responsible for the following tasks:

- a. To plan for your retirement, estimating your retirement needs and resources
- b. To attend workshops and seminars provided by your employer and the Retirement Office to assist you in planning for retirement
- c. To read pre-retirement material provided by the Retirement Office to learn what options will be available to you when you are entitled to a distribution from your Plan account balance
- d. To select an investment strategy and inform the Retirement Office of that strategy in a format specified by that office
- e. To monitor the investment performance of your account, and make such changes as would best meet your investment strategy
- f. To bring to the attention of the Retirement Office any errors or omissions on your quarterly statement
- g. To keep the Retirement Office informed of any of the following changes:
  - Your address
  - Name and address of your beneficiary(ies)
  - Your marital status
- h. Upon retirement, to make the necessary decisions regarding your account balance distribution and inform the Retirement Office in the format specified by that office
- i. To provide accurate and complete testing data for purposes of calculating limits of contributions. You are ultimately responsible for being in compliance with IRC requirements regarding contribution limits

## AMENDMENT AND TERMINATION

The Adventist Retirement Board is authorized to amend the provisions of the Plan as necessary. Major changes, such as a change in contribution roles, require the approval of the North American Division. It is expected that the Plan will continue indefinitely; however, the Plan may be terminated, subject to the approval of the North American Division of Seventh-day Adventists. If the Plan is terminated, the Board has the right to distribute all account balances as lump-sum payments.

## NOTICE TO PARTICIPANTS

The National Securities Markets Improvement Act signed into law on October 11, 1996, exempts church plans from federal and state securities laws, except for anti-fraud provisions. In order to qualify for the exemption, church plans must satisfy eligibility requirements under section 414(e) of the IRC, and the assets of church plans must be used exclusively for the benefit of plan participants and beneficiaries. Church plans continue to be subject to the IRC and its regulations regarding eligibility, governance, and operations of such plans. The following notice is provided in accordance with legal requirements:

The Plan or any company or account maintained to manage or hold assets of the Plan and interests in such Plan, companies, or accounts (including any funds maintained by Servant Solutions) are not subject to registration, regulation, or reporting under the Investment Company Act of 1940, the Securities Act of 1933, the Securities Exchange Act of 1934, Title 15 of the United States Code, or State securities laws. Therefore, Plan participants and beneficiaries will not be afforded the protections of those provisions.

The tax information contained in this material is based on federal laws existing on the date of its publication. Such laws are subject to legislative change and to judicial and administrative interpretation. Anyone considering the application of this information to his or her own situation should consult with his or her professional tax advisor.

This communication was created by and is being provided at the request of your plan sponsor. Neither Great-West Life & Annuity Insurance Company nor any of its subsidiaries have reviewed or approved these materials or are responsible for the materials or for providing updated information with respect to the materials. (04/2015) PT220121



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