

How to complete the retirement plan adoption agreement

This document is where you define how your organization's retirement plan will be set up with MRT. For example, in this document you'll define who is eligible for contributions and how much those contributions will be, as well as other aspects of your retirement plan. If you have any questions, please reach out to EderRetirement@Everence.com

1. Employer Information

- a. This section is where you'll provide the basic contact information for your organization.

2. Employer Eligible Status

- a. This adoption agreement is only for Churches and Qualified Church Controlled Organizations. Select the relevant choice for your organization.
- b. Non-Qualified Church Controlled Organizations should not use this document. Organizations such as camps or schools may be such organizations.
- c. If you are unsure of your eligibility status, please reach out to EderRetirement@Everence.com

3. Effective Date

- a. This is the date you will stop contributing to the Eder Retirement Plan and begin contributing to MRT.
- b. To allow time to process your documents, please have effective date be at least one month after you submit signed documents.

4. Elective Deferrals

- a. This section you'll list what employees who are eligible to defer contributions from their paycheck. You can elect not to allow deferrals, allow all employees to defer, or only allow those who are receiving contributions from your church or organization.

5. Matching and Employer Contribution Eligibility

- a. In this section you will define which employees are eligible to receive contributions from your church or organization. Below are specific criteria you can use to define eligibility.
 - i. Minimum age
 - If you do not want an age requirement, please list "None".
 - ii. Length of service
 - If you would like employees to be eligible on their first day of employment, please check "Immediately"
 - iii. Hours worked per week
 - If you do not wish to have a required amount of hours worked each week, please leave this section blank.
 - iv. Employee classifications
 - This section allows you to define a specific group of employees who are eligible for the employer contributions. Some examples include Pastors, full-time staff, etc.

6. Amount of Matching Contributions

- a. If providing matching contributions, please select one matching contribution amount option in this section.

7. Amount of Employer contributions

- a. If providing employer contributions, please select one employer contribution amount option in this section.

8. Authorized Employer Representatives

- a. Please list any authorized signers from your organization who will be signing documents related to your retirement plan.
- b. Who the authorized signers are for your organization depends on your organization's bylaws or approvals. While it does depend on your organization, the authorized signers are generally those individuals who can open accounts on behalf of your organization.

9. Additional information

- a. This section does not require action on your behalf. Please review these items and consider how they impact your retirement plan.
- b. This section addresses the following items:
 - i. The default definition of compensation for your plan
 - ii. Pastor's Housing fund contributions (only relevant for churches with a parsonage)
 - iii. Church Worker's Assistance Plan Contributions
 - iv. The transfer of assets from the Eder Retirement Plan to MRT

10. MRT Base Adoption Agreement

- a. This document has been pre-filled and has no elections you are required to make.
- b. Please review this document and the default elections or referenced elections in the supplement document you have completed.

11. Signatures

- a. Please sign on the following pages:
 - Page 3
 - Page 5
 - Page 16

12. Submission of document

- a. Please send a scanned copy of this document to EderRetirement@Everence.com

