

Enrollment—Information and Instructions

Compass Retirement Plan (Compass)

INFORMATION

This form allows you to enroll in the Compass Retirement Plan (Compass) and welfare plans administered by Wespath. To participate in these plans, complete parts 1 through 4 of this form and submit the form to your conference. You will be enrolled in Compass and any welfare plan(s) for which you are eligible.

INSTRUCTIONS

Part 1—Personal Information

Complete your personal information. Complete the fillable form on your computer OR print out and complete with a black pen clearly in CAPITAL LETTERS.

Part 2—Contribution Election

This section enables you to elect the percentage or dollar amount you wish to contribute by payroll deduction to Compass as before-tax, Roth and/or after-tax contributions. You can specify the amount either as a:

- Percentage of compensation **OR**
- Dollar amount

Plan compensation is defined in Part 5 of this form and includes cash housing allowance or parsonage value.

Compass is subject to contribution limits under the Internal Revenue Code. You can view current year contribution limits at wespath.org/r/cl or scan this QR code with your phone's camera:



You cannot withdraw contributions unless you have a financial hardship as defined under the plan, attain age 59½, are disabled as defined under the plan, retire or terminate your relationship with The United Methodist Church.

Automatic Enrollment

Review your conference's **Automatic Enrollment Notice** to determine if this feature applies to you. If you have been automatically enrolled in Compass and wish to change your personal contribution election, or if you are about to be automatically enrolled and wish to make a personal contribution election that is different than the automatic contribution rate described in the **Automatic Enrollment Notice**, indicate that election in Part 2 of this form.

Part 2a—Before-Tax Contribution

Indicate the percentage or dollar amount that you elect to have withheld from your compensation as a before-tax contribution to Compass. Your compensation (including the value of any parsonage or housing allowance) will be reduced **before withholding taxes are calculated**. When you receive distributions from Compass, your before-tax contributions and earnings will be subject to taxation.

Part 2b—Roth Contribution

Indicate the percentage or dollar amount that you elect to have withheld from your compensation as a Roth contribution to Compass. Your compensation (including the value of any parsonage or housing allowance) will be reduced **after withholding taxes are calculated**. When you receive distributions from Compass, your qualified Roth distributions are non-taxable and the earnings on those contributions may be non-taxable under certain circumstances. See the *Roth Contribution Guide* at wespath.org/roth for more information about the tax implications of Roth account distributions.

Part 2c—After-Tax Contribution

Indicate the percentage or dollar amount that you elect to have withheld from your compensation as an after-tax contribution to Compass. Note that in most cases a Roth contribution will be more beneficial for a participant than an after-tax contribution. See the *Roth Contribution Guide* at wespath.org/roth for more information.

Your compensation (including the value of any parsonage or housing allowance) will be reduced **after withholding taxes are calculated**. When you receive distributions from Compass, your after-tax contributions are non-taxable but earnings on those contributions are subject to taxation.

Part 2d—Automatic Contribution Escalation

Review your conference's **Automatic Enrollment Notice** to determine your eligibility for this feature and learn how it works. Check the box to indicate whether you elect to have automatic contribution escalation apply to your personal contributions. If you do not make an election and are eligible for automatic contribution escalation, this feature will be applied to your contributions as the default election.

Part 3—Investment Election

This section enables you to make elections for the investment of your Compass balance.

Per plan requirements, Compass Directed Balances (i.e., plan sponsor (UMC) contributions) must be invested through LifeStage Investment Management. If you do not complete the LifeStage Personal Investment Profile in Part 3b, the default elections indicated in that section will apply to this balance.

Review the *Understanding Your Investment Options* brochure and *Investment Funds Description—P Series* for more information. Both publications are available on wspath.org under "**Retirement & Investments**." For the *Understanding Your Investment Options* brochure, select "**Investment Information**" and look under the "**Resources**" menu. For the *Investment Funds Description—P Series*, select "**Publication & Reports**."

Once eligible, you may contact EY Financial Planning Services at **1-800-360-2539** for investment allocation guidance at no additional cost.¹

Part 3a—LifeStage Investment Management Election

Indicate whether you would like LifeStage Investment Management to automate the investment of your Compass Flexible Balance (i.e., personal contributions). Compass Directed Balances (i.e., UMC contributions) must be managed by LifeStage Investment Management.

LifeStage Investment Management is an investment management service that determines your investment fund allocation based on your age, your Wespeth account balances, expected Social Security benefits (if applicable) and the answers to your LifeStage Personal Investment Profile. You may complete your own investment profile in Part 3b or you may use the LifeStage Investment Management default investment profile. Default elections are indicated in Part 3b.

You may discontinue using LifeStage Investment Management for your Compass Flexible Balance and choose to self-manage among Wespeth investment funds at any time; however, you may be subject to a 60-day waiting period in accordance with Wespeth's policy on interfund transfers.

Part 3b—LifeStage Personal Investment Profile

To make the elections for your profile, answer the questions displayed. If you do not complete this section, the default elections for each question will be used.

You may change these variables as often as you wish in benefitsaccess.org. For more information regarding these elections, please refer to the *Understanding Your Investment Options* brochure.

Part 3c—Self-Managed Investment Election

Complete this section **only if you elected to self-manage the investment of your Compass Flexible Balance in Part 3a**. Indicate your investment fund election for **future contributions** to Compass. Investment elections must be entered in 1% increments. If you do not complete this section, your entire Compass balance will be managed by LifeStage Investment Management.

Part 4—Participant Signature

Read and, if you agree, sign and date the form. Then return all pages of the form to your conference. Make sure your church/employer is informed of your personal contribution election so the correct amount is deducted from your paycheck. Keep a copy of this form for your records.

IMPORTANT: Designate your beneficiary(ies) online as soon as you are enrolled. A beneficiary receives plan benefits, if any, after you die or if you cannot be located when a benefit is payable. When you receive your *Welcome Letter* from Wespeth, register for Benefits Access at benefitsaccess.org. After logging in, select "**Profile**" from the toolbar, then choose "**Manage Beneficiaries**." For important information regarding beneficiary designations, go to wspath.org/r/beneficiaries.

Part 5—Employment Information—To be completed by your conference

Part 6—Plan Sponsor Information—To be completed by your conference

Your conference representative may enroll you in Compass and any other Wespeth-administered plan(s) for which you are eligible. Otherwise, the conference representative must sign and date this form and return it to Wespeth as indicated.

¹ EY Financial Planning Services are available to active participants and surviving spouses with account balances, and to retired and terminated participants with account balances of at least \$10,000. Costs for EY Financial Planning are included in Wespeth's operating expenses that are paid for by the funds.

Enrollment

Compass Retirement Plan (Compass)

Part 1—Personal Information

Participant name _____ Primary phone # (____) _____
Home address _____ Alternate phone # (____) _____
City, State, ZIP _____ Country of citizenship _____
E-mail _____ Spouse name _____
Social Security # ____ - ____ - _____ Spouse Social Security # ____ - ____ - _____
Birth date ____/____/____ Spouse birth date ____/____/____
Gender: Male Female Marriage date ____/____/____

Review the instructions for important information about **automatic enrollment** and **automatic contribution escalation**. By completing this section, you are choosing the percentage of your compensation or dollar amount per month that you want to have deducted from your compensation and contributed to your Compass account.

Part 2a – Before-Tax Contribution

Choose one:

- Percentage of compensation:** _____ % of compensation
 - Dollar amount:** \$ _____ per month (cannot exceed your monthly compensation)
 - I elect **not** to make before-tax contributions (*default*)
-

Part 2b – Roth Contribution

Choose one:

- Percentage of compensation:** _____ % of compensation
 - Dollar amount:** \$ _____ per month (cannot exceed your monthly compensation)
 - I elect **not** to make Roth contributions (*default*)
-

Part 2c – After-Tax Contribution

Choose one:

- Percentage of compensation:** _____ % of compensation
 - Dollar amount:** \$ _____ per month (cannot exceed your monthly compensation)
 - I elect **not** to make after-tax contributions (*default*)
-

Part 2d – Automatic Contribution Escalation

Choose one if this feature applies to you—see Instructions:

- I elect to have automatic contribution escalation apply to my personal contributions (*default*)
- I elect **not** to have automatic contribution escalation apply to my personal contributions

Part 3—Investment Election

Part 3a—LifeStage Investment Management Election

Compass Directed Balances are required to be managed by LifeStage Investment Management. You may choose LifeStage Investment Management to manage your Compass Flexible Balance or self-manage your investment of that balance.

Choose one election only:

- I elect **LifeStage Investment Management** to manage my Compass Flexible Balance (*default*). **(Complete Part 3b and SKIP Part 3c.)**
- I elect to self-manage the investment of my Compass Flexible Balance. **(Complete Part 3b AND Part 3c.)**

Part 3b—LifeStage Personal Investment Profile (only applies to balances managed by LifeStage Investment Management, including Compass Directed Balances)

1. I choose the investment style selected below (check one box only):
- Standard Funds** – A broadly diversified mix of actively and passively managed equity and bond funds (*default*).
- Social Values Choice Funds** – A set of funds that apply additional screens from the default funds, excluding fossil fuels and companies associated with human rights violations or conflict-affected areas. Designed for participants who want their investments to reflect stronger social and environmental values.
2. My risk tolerance is: Conservative Moderate (*default*) Aggressive
Definitions available at wespath.org/r/risktolerance.
3. I will qualify to receive Social Security benefits when I retire: Yes (*default*) No

Part 3c—Self-Managed Investment Election

Complete this section if you elected to self-manage the investment of your Compass Flexible Balance in Part 3a. If you don't complete this section, your balance will be managed by LifeStage Investment Management. Enter your elections in 1% increments.

Funds	Election for Future Contributions
Stable Value Fund	%
U.S. Treasury Inflation Protection Fund	%
Inflation Protection Fund	%
Social Values Choice Bond Fund	%
Fixed Income Fund	%
Extended Term Fixed Income Fund	%
Multiple Asset Fund	%
U.S. Equity Fund	%
U.S. Equity Index Fund	%
Social Values Choice Equity Fund	%
International Equity Fund	%
Total	100 %

Part 4—Signature

I have read the instructions, and understand and accept the actions I have taken with this *Enrollment* form. I acknowledge that:

- The indicated before-tax, Roth and/or after-tax contributions will be withheld from my pay and contributed to my Compass account.
- If my plan sponsor has elected automatic contribution escalation and I am eligible for the escalation, my personal contribution percentage will increase each year up to a maximum percentage as specified in the **Automatic Enrollment Notice**, unless I elected not to have automatic contribution escalation apply to my contributions in Part 2d.
- I cannot withdraw contributions from Compass unless I have a financial hardship as defined under Compass, attain age 59 ½, am disabled as defined under Compass, retire, or terminate my relationship with The United Methodist Church. (These limitations do not apply to funds rolled into Compass.)
- The contribution election in Part 2 will remain in effect until I change my election or my contribution is escalated (if automatic escalation applies).
- I have read and understand the *Understanding Your Investment Options* brochure and the *Investment Funds Description* and have considered the objectives, risks and expenses carefully before making investment elections.
- Once I have an account balance, I may be eligible to contact EY Financial Planning Services for investment allocation guidance at no additional cost (see Instructions).
- I understand that I can designate beneficiary(ies) for my account(s) online at **benefitsaccess.org** after I am enrolled.

Print Name _____

Signature* _____ Date _____

**Electronic signatures not accepted.*

Complete Parts 1-4 and return all pages of the form to your conference. Keep a copy for your records. Be sure to designate your beneficiaries online once you receive your enrollment Welcome Letter.

The remainder of this form is to be completed by the conference.

Part 5—Employment Information

Church/employer name _____ Church/Employer # _____

Address _____ Conference _____

City, State, ZIP _____ Phone # _____

Date of appointment _____

Full-time service ¾ time service ½ time service ¼ time service

Compensation

1. Cash Salary: \$ _____

(Annual base wages or salary paid to clergy person by the church/charge and/or conference. This amount should include, at the conference's election on a Compass adoption agreement, any additional wages or salary paid to the clergy person in lieu of conference-provided group health plan coverage, including coverage of the clergy person's family members.)

IRC Section 107 Housing Exclusion (entering this amount is optional): \$ _____

(Amount included in Cash Salary above that has been designated by the charge conference for housing expenses and not subject to federal income taxation.)

2. Housing (check only one):

Parsonage provided*

Housing allowance in lieu of parsonage: \$ _____

This amount should not be included in Cash Salary above.

Part 6—Acceptance by the Conference

As the conference representative, you may enter the clergy person's enrollment information in Benefits Access Portal, or you may sign this form and send it to Wespath to enter the enrollment information.

Effective date of participant contributions elected in Part 2: _____ 1, 20 ____.

This date should be the first day of a month on or after the participant signed this form in Part 4.

Authorized representative _____ Title _____

Authorized signature* _____ Date _____

E-mail _____ Phone # _____

**Electronic signatures not accepted.*

If you are **NOT** completing this document online, please complete it and return to Wespath by one of the following methods:

- E-mail (scanned copy) to **customersolutionsteam@wespath.org**,
- Fax to **1-847-866-5195**, or
- Mail to: Wespath
Attention: Customer Solutions
1901 Chestnut Avenue, Glenview, IL 60025-1604

The plan sponsor/salary-paying unit should keep the original form for its payroll records.

Be sure to keep a copy for your records.

This form includes and/or is requesting personally identifiable information (PII) and/or protected health information (PHI). You are encouraged to make elections and beneficiary designations online at **benefitsaccess.org**. When possible, managing your benefits online is the recommended approach to keep your PII and PHI safe and secure.

*35% of Cash Salary will be added to Compensation for parsonage value, with a minimum of \$10,000 and a maximum of 35% of the annualized rate of Compensation for a Bishop.