Wespath Benefits and Investments
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wespath.org

Wespath
Notice Regarding Contribution Remittance

Clergy Appointment Updates

As clergy change appointments or retire effective July 2025, it is the responsibility of your Annual Conference to update the service records in our systems. If your church anticipates a new clergy appointment in July, these new appointments and elections will be reflected on the July invoice. If a previous clergy member is still listed, please contact your Annual Conference to ensure the records are updated accordingly.

Contribution Due Dates

Participant contributions should be deposited to their UMPIP or Horizon 401(k) Plan accounts as soon as possible, but no later than 15 business days following the end of the month in which the amounts would have been paid to participants had they not been contributed to the plan. If contributions are not deposited within two months following the end of the month in which they would have been paid to participants, investment earnings must also be paid by the plan sponsor. Wespath will calculate investment earnings on late contributions, if appropriate.

Contribution Accuracy

If you discover contributions were overpaid or underpaid, contact the Plan Adoption and Contributions Team at **1-800-851-2201**. Provide contribution detail by type if remitted contributions differ from the amounts listed in Contribution Management:

- Via e-mail to **ContributionsTeam@wespath.org**
- Via fax to **1-847-866-5191**

To ensure amounts are correct going forward, log into Benefits Access for Plan sponsors if you have access; otherwise, complete the necessary form(s)—such as the *Plan Compensation Change Report*, *Contribution Election* and/or *Termination/Retirement Notification* form—and return them to Wespath.

Forms and Administration Manuals

It is important you distribute current versions of *Enrollment* forms to new participants. Older forms may contain out-of-date information or be invalid. You can request new *Plan Enrollment Kits* at **fulfillmentteam@wespath.org**. Provide your name and phone number, six-digit employer number (if known), organization mailing address and the number of kits requested.

Once participants are enrolled and receive a *Welcome Letter* from Wespath, they should register for online access to their retirement accounts at **benefitsaccess.org** and designate their beneficiary(ies) online. *Contribution Election* and *Investment Election* forms should be used for changes after enrollment. The *Contribution Election* form is available under **Forms** in the lower right corner of the Contribution Management home page. Other forms and Plan Administration Manuals are available on the Wespath extranet at **https://extranet.wespath.org** (username: **extranet**; password: **gbop!123**). Select "**Plan Documents—Forms—Guides**." You also may call Wespath at **1-800-851-2201** to request forms.

If you need assistance or additional information about contribution remittance, contact the Plan Adoption and Contributions team at **ContributionsTeam@wespath.org** or call **1-800-851-2201**. Representatives are available business days from 8:00 a.m. to 6:00 p.m., Central time.

Wespath does not provide legal or tax advice. If you need legal or tax advice, please consult with a legal or tax professional.