DIOCESE OF WINONA-ROCHESTER
403(b) LAY EMPLOYEES RETIREMENT PLAN

Participation and Form Directions

Eligible participants are lay employees who are age 21 and older and are scheduled to work 20 or more hours per week, or at least .5 FTE during the academic year. Temporary employees are not eligible. All benefit eligible employees receive the 3% employer discretionary contribution.

If you intend to process a year-end cash gift or bonus to employees, this must be included in payroll processing as this is taxable income to employees. Bonus payments are includable compensation for the 403(b). See DOW-R Finance Manual.

ENROLLMENT OF A PARTICIPANT:

1. Lincoln Alliance® Program Enrollment Book

Copies of the enrollment booklet may be requested from the Diocese of Winona-Rochester Employee Benefits Department or you may direct the employee to the on-line version of the document on the diocesan web site under "Lincoln 403b Information and Resources" at the following address: https://www.dowr.org/offices/human-resources/benefits.html

2. 403(b) DOW-R Lay Employees Retirement Plan Information C-1

This document provides the new participant with a brief summary of the 403(b) plan benefit, along with information regarding the process of online enrollment, investment elections and beneficiary elections.

3. Salary Reduction Agreement Form C-2

This is the only document the participant needs to return to you for enrollment in to the plan. All benefit-eligible employees whose location participates in the DOW-R 403(b) plan are required to complete the form.
  a. In Step 2, the participant will either elect or decline to contribute through salary reduction. The participant may elect to contribute to either or to both the Traditional pre-tax and Roth plan.
  b. Elective deferrals are required to be a percentage of wages (not dollars). The percentage must be a whole number, not a fraction.
  c. Employee signature and date are required; please leave the plan administrator signature section blank.

The Salary Reduction Agreement needs to be uploaded to Dropbox to the Diocese of Winona-Rochester Employee Benefits Department. File copies will be uploaded back to the location after processing.

PARTICIPANT CHANGE REQUESTS:

1. Salary Reduction Agreement Form C-2

This form is also used for current participants to change their elective deferral, as well as change their mailing address with the Lincoln Alliance® Program.

a. The effective date of a <u>change in salary deferral must be coincide with the first payroll of any given month</u>. Typically, forms must be to payroll 3 to 5 business days before the first of the month. Mid-month change in salary deferral percentage is not allowed.

b. Elective deferrals are required to be a percentage of wages (not dollars). The percentage must be a whole number, not a fraction.

c. Employee signature and date are required; please leave the plan administrator signature section blank.

The Salary Reduction Agreement needs to be uploaded to Dropbox to the Diocese of Winona-Rochester Employee Benefits Department. File copies will be uploaded back to the location after processing.

2. Other Changes

All other requests for changes (beneficiary designation, change in investment elections, transfer of investment assets, etc.) are handled by the participant directly with Lincoln. <u>Please encourage your employees to designate their beneficiary with Lincoln.</u> You may provide the following contact information to the participant:

Lincoln Alliance Program®

CUSTOMER SERVICE
1-800-234-3500
Mon - Fri 7 am - 7 pm
24 Hour Voice Response
www.lfg.com

RETIREMENT CONSULTANT
Zaina Mujtaba
Phone: 708-310-9756 cell
E-mail: *Zaina.Mujtaba@LFG.com*

TERMINATING/RETIRING EMPLOYEES:

403(b) Pension Plan Information for Terminating/Retiring Participants (C-6)

This document provides the participant with all the necessary information related to vesting, distributions, rollovers, and direct transfers of their account(s). Contact information for both the Lincoln Multi-Fund® Annuity and the Lincoln Alliance Program® are provided.