



**CRSP Enrollment Form
 for Part-Time Worker**

This form should only be used to enroll a part-time worker in the Concordia Retirement Savings Plan (CRSP). Generally, "Part-time" for purposes of CRSP participation means normally working 20 hours or less a week. If a worker normally works more than 20 hours per week, he/she **should** be enrolled in the Concordia Plans as a full-time worker. Eligibility to participate in the CRSP generally is effective on the first day of the month following the hire date.

PLEASE PRINT OR TYPE ALL INFORMATION IN BLUE OR BLACK INK

A Employer Information					
<i>Please complete thoroughly. All information is required.</i>					
Employer Name			Employer Number		
Address					
City		State	Zip Code	Employer Fax Number	
CRSP Contact at Employer		Contact Email Address		Contact Phone Number	
B Participant Information					
<input type="checkbox"/> Rev. <input type="checkbox"/> Mrs.					<input type="checkbox"/> Junior <input type="checkbox"/> Senior
<input type="checkbox"/> Dr. <input type="checkbox"/> Miss					<input type="checkbox"/> II <input type="checkbox"/> III
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	Worker's Name (Last, First, Middle Initial)			Previous Last Name	<input type="checkbox"/> Other: _____
C		D		E Sex	
U.S. Social Security Number		Canada Social Insurance Number		Date of Birth (MM/DD/YYYY)	
				<input type="checkbox"/> Male <input type="checkbox"/> Female	
F					
Worker's Address					
City		State		Zip Code	
Home Phone Number		Cell Phone Number		Country in Which You Hold Citizenship	
E-mail Address					
G		H Total Annual Salary			
<input type="checkbox"/> Single – Never Married		1	2/3		4
<input type="checkbox"/> Married, Date		Annual Cash Salary Paid Over 12-Month Period	Annual Amount for Housing if		Annual Cash Utility Allowance Paid to Worker
<input type="checkbox"/> Widowed, Date			Home Provided (25% of Column 1)	Cash Paid to Worker	
<input type="checkbox"/> Divorced, Date					
<input type="checkbox"/> Legally Separated, Date					
I					
Date of Part-Time Hire (MM/DD/YYYY)		Scheduled Number of Hours Worked Per Week			
J					
Under IRS 403(b) regulations, employers have administrative and compliance responsibilities that require the following information:					
<ul style="list-style-type: none"> • Have you contributed to any 403(b) providers other than the Concordia Retirement Savings Plan during the current calendar year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list total amount contributed to any 403(b) provider(s) during the current calendar year (exclude Concordia Retirement Savings Plan contributions with current employer) \$ _____. • If you have authorized contributions to any other 403(b) provider between 1/1/2005 and 12/31/2008, please list provider name(s): _____ • Do you have any outstanding 403(b) loans with the Concordia Retirement Savings Plan or another provider? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you need payroll deductions set up to repay the loan? <input type="checkbox"/> Yes <input type="checkbox"/> No • Have you taken a 403(b) Hardship Withdrawal in the past 6 months? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was the date of the withdrawal? _____ 					
Note: Salary deferrals cannot begin until six months after the hardship withdrawal date.					

K **Types of Contributions and Contribution Limits**

- Both pre-tax salary deferrals and after-tax Roth salary deferrals may be contributed to the Concordia Retirement Savings Plan.
- You may contribute a combination of pre-tax contributions and after-tax Roth deferral amounts up to the annual maximum under the Internal Revenue Code. Currently (in 2018) the annual maximum amount is \$18,500 or 100% of your base salary, whichever is less.
- If you will be age 50 or older this calendar year (or you have completed at least 15 or more years of service with entities associated with The Lutheran Church—Missouri Synod), you may be eligible to contribute more than the maximum shown above.

L **Authorization for Regular Deferrals**

Pre-Tax Deferrals	After-Tax Roth Deferrals
<p>Pre-Tax Contributions, which are withheld from my paycheck <i>before</i> taxes and contributed by my employer to the Concordia Retirement Savings Plan on my behalf to my pre-tax account:</p> <p><input type="checkbox"/> I hereby authorize my employer to deduct _____ % of my includible compensation per pay period as pre-tax contributions.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> I hereby authorize my employer to deduct \$ _____ per pay period as pre-tax contributions.</p>	<p>After-Tax Roth Contributions, which are withheld from my paycheck <i>after</i> taxes and contributed by my employer to the Concordia Retirement Savings Plan on my behalf to my after-tax Roth account:</p> <p><input type="checkbox"/> I hereby authorize my employer to deduct _____ % of my includible compensation per pay period as after-tax Roth contributions.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> I hereby authorize my employer to deduct \$ _____ pay period as after-tax Roth contributions.</p>

Payroll Effective Date (MM/DD/YYYY): _____

M **Age 50 Catch-Up Election**

If your total deferrals in the current calendar year will exceed the annual deferral limit (\$18,500 in 2018), and you are or will be age 50 or older in 2018, you may make Age 50 Catch-up contributions to the CRSP (up to \$6,000 in 2018).

Check this box if the amount authorized in section L includes Age 50 Catch-up amounts

Note: If you have completed 15 or more years of service with entities associated with The Lutheran Church – Missouri Synod and elected to contribute Service Catch-up amounts prior to 2016, you may be eligible to contribute Service Catch-up contributions. If you are eligible and choose to make Service Catch-up Contributions, please complete the Application for Service Catch-up contributions form available at ConcordiaPlans.org/CRSP.

N **Participant Signature**

- The information entered is current and correct to the best of my knowledge.
- I understand and agree to the terms of this Enrollment Form and Salary Deferral Agreement and authorize the payroll deductions as indicated above. This Agreement shall apply to all includible compensation paid from the effective date specified, until cancelled, superseded, or I cease to be an eligible worker. This Agreement supersedes all previous agreements.
- I understand that I may change the percentage of wages or dollar amount contributed to the Concordia Retirement Savings Plan only when and as allowed under the terms of the Plan. I also understand that it is my responsibility to comply with the Internal Revenue Code deferral limits.

X _____
 Signature of Participant Date (MM/DD/YYYY)

Participant: Forward this form to your Payroll Department or Congregational Treasurer.

O **Employer Representative Signature**

I have reviewed this Enrollment Form/Salary Deferral Agreement and will take action necessary for IRS and CRSP compliance. I also understand the payroll deduction requirements of offering a pre-tax and after-tax Roth retirement savings plan and Automatic Contribution Arrangement, if applicable.

X _____
 Signature of Authorized Employer Representative Date

 Printed Name of Authorized Employer Representative Title or Office Held

Important Note for Employer Representative:

- Please return this form to Concordia Plan Services.
- Completion of this form will not start the remittance of contributions. For assistance on remitting contributions, please contact Concordia Plan Services.