



Adoption Agreement for Local Church/Salary-Paying Unit Sponsorship of Clergy United Methodist Personal Investment Plan (UMPIP)

This form is for local churches and other salary-paying units whose clergy participate in the Clergy Retirement Security Program (CRSP).

Part I – General Information. Please print.

- 1.1 Name of plan sponsor _____
- 1.2 Organization type (*check one*):
- Church
 - Conference
 - District Office
 - Other 501(c)(3) United Methodist Church related organization—attach a copy of the IRS 501(c)(3) determination letter or a letter from the General Council on Finance and Administration (GCFA) indicating your inclusion as a United Methodist 501(c)(3) organization (*check one*):
 - Qualified Church-Controlled Organization*
 - Non-Qualified Church-Controlled Organization**
- 1.3 Federal employer identification # _____ - _____ - _____ - _____ - _____ Employer # _____
- 1.4 Plan sponsor mailing address _____

- 1.5 Plan sponsor billing address, if different from mailing address _____

- 1.6 Plan sponsor telephone # (_____) _____
- 1.7 Name and title of contact person(s) _____
- 1.8 Contact person(s) telephone # (_____) _____
- 1.9 Contact person(s) e-mail address _____
- 1.10 Conference affiliation, if any _____

* A “Qualified Church-Controlled Organization” (e.g., foundation, camp community center, counseling/rehabilitation center, etc.) is an organization which is controlled by, a part of, or affiliated with The United Methodist Church and which: a) does not offer goods, services or facilities for sale, other than on an incidental basis, to the general public, other than goods, services or facilities which are sold at a nominal charge which is substantially less than the cost of providing such goods, services or facilities, and b) does not normally receive more than 25% of its support from either: 1) governmental sources, or 2) receipts from admissions, sales of merchandise, performance of services or furnishing of facilities, in activities which are not unrelated trades or businesses, or both.

** A “Non-Qualified Church-Controlled Organization” (e.g., a college, nursing home, hospital, retirement center) is a United Methodist-Affiliated organization that is not a Qualified Church-Controlled Organization.

Part 2 – Plan Sponsor Discretionary Contributions

All clergy may make before-tax and/or after-tax contributions to UMPIP as soon as they begin to serve the local church/salary-paying unit adopting the plan and complete a *Before-Tax and After-Tax Contributions Agreement*.

In addition, by checking the appropriate box below, the local church/salary-paying unit reserves the right to make a discretionary plan sponsor contribution by June 1 for the prior calendar year for eligible clergy. The formula or amount, if any, must be declared by completing the *Discretionary Contribution Election Form* each year, by May 1 for the prior calendar year.

- Yes, we reserve the right to make discretionary plan sponsor contributions.
- No, we do not elect to make discretionary plan sponsor contributions.
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Part 3 – Plan Sponsor Acknowledgements

By executing this adoption agreement, the local church/salary-paying unit hereby acknowledges, understands and agrees that:

- 3.1 Upon acceptance of this adoption agreement by the General Board of Pension and Health Benefits of The United Methodist Church, Incorporated in Illinois (General Board), the local church will become a plan sponsor for all of its clergy as defined in UMPIP who are eligible for CRSP.
- 3.2 The plan sponsor will comply with UMPIP, as amended periodically, and the rules, regulations and procedures promulgated by the General Board, or its successors.
- 3.3 If UMPIP is amended in accordance with its amendment provisions, the General Board may (but need not) require the plan sponsor to execute a new adoption agreement.
- 3.4 Both the General Board and the General Conference of The United Methodist Church have the right to terminate UMPIP at any time in accordance with UMPIP provisions.
- 3.5 The General Board has the right to terminate the plan sponsor's sponsorship of UMPIP if the plan sponsor fails to satisfy its responsibilities under UMPIP.
- 3.6 In the event of any discrepancies between this adoption agreement and the UMPIP plan document, the plan document will control.
- 3.7 The plan sponsor may terminate its sponsorship of UMPIP as of a specified date after giving at least 90 days advance written notice to the General Board and at least 30 days written notice to its participants of its intent to terminate.
- 3.8 The plan sponsor will offer enrollment to clergy in UMPIP as of the effective date of appointment to the church/salary-paying unit.
- 3.9 The plan sponsor or the applicable conference will maintain records reflecting participant service and compensation and provide data relevant to plan administration to the General Board in a timely manner.
- 3.10 The plan sponsor will remit contributions to the General Board in a timely manner as required by UMPIP. Late contributions may require payment of investment earnings and fees as specified in UMPIP and applicable procedures.
- 3.11 The plan sponsor will limit before-tax contributions to UMPIP to the annual dollar limit under Internal Revenue Code (Code) section 402(g).
- 3.12 To the extent that the plan sponsor is a salary paying unit other than a Local Church and not a Qualified Church-Controlled Organization:
 - The plan sponsor is responsible for conducting any nondiscrimination testing required by Code Section 401(a)(4).
 - The plan sponsor is responsible for conducting any other nondiscrimination testing required by the Code.

Part 4 – Effective Date

The effective date of this agreement is _____. (Date must be the first of a month and no earlier than January 1 of the current year.)

Part 5 – Adoption

The undersigned, on behalf of the local church or salary-paying unit named in Part 1.1, hereby declares a desire to sponsor UMPIP for clergy and hereby certifies that the appropriate governing board and/or officers have authorized sponsorship as of the effective date indicated in Part 4.

Authorized signature _____ Date _____

Print name of signatory _____ Title _____

Primary phone # (____) _____

Part 6 – General Board Signatures

The General Board of Pension and Health Benefits of The United Methodist Church, Incorporated in Illinois, hereby accepts this adoption agreement submitted by the employer named in Part 1.1, and accepts that employer as one of the adopters and plan sponsors of UMPIP.

Authorized signature _____ Date _____

Authorized signature _____ Date _____

Please mail this completed form to the General Board of Pension and Health Benefits,
1201 Davis Street, Evanston, Illinois 60201-4118. Be sure to keep a copy for your records.
Or you may fax it to Retirement Services at **1-847-869-4493**.