

**[Your Ministry Name]
Retirement Plan Automatic Enrollment
Annual Notification**

As an employee of **[Your Ministry Name]**, you are participating in AG Financial Solutions' MBA 403(b) Retirement Plan. This plan offers tax-deferred savings of amounts that are contributed for retirement. In addition to amounts that **[Your Ministry Name]** may contribute to the Plan **[insert a description of where the employee gets this information, e.g., "(see section _____ of the employee handbook)" or "a copy of the written plan"]**, you also have the opportunity to defer current wages or salary to the retirement account. All amounts contributed as a deferral to the Plan are fully vested (they belong to you) and cannot revert back to **[Your Ministry Name]** or any other person or institution.

Your participation in the Plan is automatic. The features of automatic enrollment are:

- **[Current default percent]**% of your gross compensation is being deducted from your pay and contributed to the Plan as a pre-tax deferral unless you have changed the deferral rate or opted out of the automatic enrollment program.
- **[Insert any employer 403(b) plan benefit description here. Include information on matching contributions]**.
- The deduction will remain in effect until you elect to increase, decrease, or eliminate the deduction by requesting and submitting the appropriate form(s) available from **[Human Resources]**.
- You have the right to change the deferral amount or opt out of the automatic enrollment feature by filing the appropriate form(s) available from **[Human Resources]**. Such form(s) must be submitted to **[HR]** by **[date not less than fourteen days from the date of the notice]**.
- All deferrals are invested according to the investment election you file with MBA. In the absence of an investment election from you, the deferrals will be invested in the MBA Income Fund. The MBA Income Fund pays a stated rate of interest that is adjusted quarterly.
- Elective deferral contributions to the Plan are immediately non-forfeitable. This means that these funds belong to you.
- Contributions made to the Plan as deferrals cannot be distributed prior to the attainment of age 59½, death, permanent disability, separation from service, or in the case of hardship as defined by the Plan.
- You may complete a form provided by MBA to select your beneficiaries in accordance with the Plan rules. If you do not complete the form, MBA will pay out the funds, upon your death, according to the terms of the Plan.

[Please note that the default deferral percentage and the default investment option may not be appropriate to provide a financially-secure retirement. An AG Financial Church Business Consultant will contact you in a few days to help you plan your retirement contributions and assist with any questions you may have.

I have read, and I understand the information provided.

Signature

Date

Print Full Name

Social Security Number