

## Plan Compensation Change Report

### Part 1 – Plan Sponsor Information

Plan sponsor name \_\_\_\_\_ Employer # \_\_\_\_\_ Phone # ( \_\_\_\_\_ ) \_\_\_\_\_

Plan sponsor address \_\_\_\_\_ City \_\_\_\_\_ State, ZIP code \_\_\_\_\_

### Part 2 – Compensation Changes

- Complete multiple forms if necessary, or attach a spreadsheet to this form with your signature and the date.
- **If you are the plan sponsor representative responsible for updating participant records and you are including your own compensation changes, you must have another authorized plan sponsor representative or clergy sign and date this form.**
- If you are reporting retroactive compensation changes and additional contributions are due for prior periods, contact Wespath at **1-800-851-2201** to speak with a billing representative.

Name	Social Security # (Last 5 digits)	Effective Date	Total Annual Cash Salary	Housing Allowance <sup>1</sup>	Parsonage <sup>1</sup>	Open Bill <sup>2</sup>

<sup>1</sup>Enter housing allowance or check parsonage column, if applicable.

<sup>2</sup>Check the “Open Bill” column if the participant is hourly and you do not want us to use this compensation for contribution calculation purposes. If this column is checked, we will use compensation only for retirement income projections; therefore, you may enter any reasonable approximation (e.g., base pay or average earned pay) in the “Total Cash Salary” column.

**Authorized representatives updating their own compensation information must have another authorized representative or clergy sign this form.**

Authorized representative \_\_\_\_\_ Title \_\_\_\_\_

Authorized representative signature \_\_\_\_\_ Date \_\_\_\_\_

If you are **NOT** completing this document online, please complete it and return to Wespath by one of the following methods:

- E-mail (scanned copy) to [activeteam@wespath.org](mailto:activeteam@wespath.org) or
- Fax to **1-847-866-5195** or
- Mail to Wespath Benefits and Investments  
Active Benefits Team  
1901 Chestnut Avenue, Glenview, IL 60025

Be sure to keep a copy for your records.