

Addendum to Adoption Agreement: Discretionary Contribution Election Form

United Methodist Personal Investment Plan (UMPIP)

INSTRUCTIONS

This Addendum should be used by UMPIP Plan Sponsors that have elected Discretionary Contributions on one of the following UMPIP Adoption Agreements to specify the Discretionary Contributions to be made for eligible Participants of their organization:

- UMPIP *Adoption Agreement for Employer Sponsorship*, or
- UMPIP *Adoption Agreement for Local Church/Salary-Paying Unit Sponsorship of Lay Employees*

Read these Instructions and complete all parts of the Addendum.

Part 1 – Plan Sponsor Information

Provide all the information requested in Part 1 of the Addendum.

Part 2 – Eligibility

Check the first box to indicate that all eligible Participants covered under all UMPIP Adoption Agreements (listed above in Instructions) of the Plan Sponsor are eligible for Discretionary Contributions. If only certain eligible Participants are eligible for Discretionary Contributions on this Addendum, check the second box and provide a description of those eligible Participants. Contact Wespath for assistance.

Part 3 – Discretionary Contributions

Select one or more Discretionary Contribution formulas or specify a different formula on the line provided. Contact Wespath for assistance. Formulas other than those provided are subject to acceptance by Wespath. The Plan Sponsor is responsible for complying with any applicable coverage or nondiscrimination rules. Wespath acceptance should not be construed to indicate compliance with applicable laws.

Part 4 – Remittance Frequency

Specify the frequency with which Discretionary Contributions will be remitted.

Part 5 – Effective Date

Specify the beginning effective date for Discretionary Contributions. Generally, this date will be January 1 of the year for which the Discretionary Contributions will be made. If the Discretionary Contributions are based on a partial year beginning after January 1, enter that effective date. For example, if Discretionary Contributions are 3% of compensation from July 1, 2023 through December 31, 2023, enter July 1, 2023 as the effective date.

Part 6 – Duration

Plan Sponsors may make Discretionary Contributions:

- Indefinitely until an Addendum is resubmitted with an amended Discretionary Contribution formula, or the Adoption Agreement is amended to eliminate Discretionary Contributions, or
- Only for one calendar year, including a one-time contribution.

Plan Sponsors electing to make Discretionary Contributions only for one calendar year must submit a new Addendum for each subsequent year for which a Discretionary Contribution is made.

Part 7 – Signature

An authorized representative of the Plan Sponsor must execute the Addendum. In addition, a second representative of the Plan Sponsor must sign and date the Addendum certifying that the first representative is authorized to execute the Addendum on behalf of the Plan Sponsor. The Plan Sponsor must retain a copy of its Board Resolution and/or governing committee meeting minutes that authorize UMPIP to be adopted or amended, and be prepared to provide such documents to Wespath upon request. A signed copy of the Addendum will be sent to the contact person named in Part 1 of this Addendum, to be retained for the Plan Sponsor's records. Instructions for remitting Discretionary Contributions will also be sent to this contact person's e-mail address.

Part 8 – Wespath Signatures

By signing the Addendum in Part 8, Wespath signifies acceptance of the Plan Sponsor's completed Addendum.

Addendum to Adoption Agreement: Discretionary Contribution Election Form

United Methodist Personal Investment Plan (UMPIP)

Part 1 – Plan Sponsor Information

Plan Sponsor _____ Employer # _____

Address _____

Contact person(s) Name _____ Title _____

E-mail _____ Telephone # _____

Part 2 – Eligibility (Choose one):

☐ All Employees covered under all Adoption Agreements who are eligible for Plan Sponsor Contributions

☐ Other (specify) _____

Part 3 – Discretionary Contributions [Indicate choice(s) below]:

☐ Flat dollar amount of \$ _____

☐ Per month

☐ Per year

☐ _____ % of Compensation

☐ _____ % of Participant Contributions up to _____ % of Compensation (i.e., Matching Contribution)

☐ Other (specify) _____

Part 4 – Remittance Frequency (Choose one):

☐ Monthly ☐ Annually ☐ One-time ☐ Other _____

Part 5 – Effective Date

Discretionary Contributions will be effective beginning _____ 1, 20 ____ .

Part 6 – Duration

Discretionary Contributions will be made (Choose one):

- ☐ Indefinitely
- ☐ Only for the year 20 ____ .

Part 7 – Signature

By signing this Addendum, the undersigned on behalf of the Plan Sponsor named in Part 1 agrees to:

- Complete and submit this form to Wespath no later than May 1 of the year following the effective date specified in Part 5.
- Remit Discretionary Contributions no later than June 1 of the year following the year for which these contributions are to be made.
- The Plan Sponsor Acknowledgments on the *UMPIP Adoption Agreement for Employer Sponsorship* or the *UMPIP Adoption Agreement for Local Church/Salary-Paying Unit Sponsorship of Lay Employees*, whichever is appropriate.

The undersigned also certifies that he or she is authorized to execute this Addendum on behalf of the Plan Sponsor and that the appropriate governing board and/or officers have authorized the Addendum.

Authorized representative's signature _____ Date _____

Print name of signatory _____ Title _____

The undersigned, on behalf of the plan sponsor named in Part 1, hereby certifies that the signatory above is authorized to execute this Addendum on behalf of the Plan Sponsor.

Second representative's signature _____ Date _____

Print name of signatory _____ Title _____

Part 8 – Wespath Signatures – To Be Completed by Wespath Staff Only

Wespath hereby accepts this Addendum submitted by the Plan Sponsor named in Part 1.

Authorized signature _____ Date _____

Authorized signature _____ Date _____

Complete this form and send it by one of the following methods:

- E-mail (scanned copy) to retservices@wespath.org,
- Fax to **1-847-866-4635**, or
- Mail to: Wespath
Attention: Retirement Services
1901 Chestnut Avenue, Glenview, IL 60025

Be sure to keep a copy for your records. Wespath will send an acknowledgement upon acceptance.