

WESLEYAN

P E N S I O N F U N D



-When can I access my funds?

At age 62.

-When can I access my funds if I leave my job?

If you terminate service with your employer before your 62nd birthday, you are entitled to the retirement benefits when you reach age 62. Members may take their funds prior to age 62 only after a five-year waiting period from the separation of service date. This applies to all funds in the retirement account that were not voluntarily contributed by the member. *Employee* funds only have a one-year waiting period at the job-ending date. (So, you can't do a rollover of your funds to another firm's retirement fund until age 62 or five years from your job-ending date.)

*The exception to this is for ministers. Ministers can only have access to their funds if they have filed their credentials with the General Secretary's office. The one-year and five-year wait starts from the date of the receipt of the credentials. *(District Admins: It is extremely important that all filed or surrendered credentials are sent to the General Secretary's office and not kept in your district files. Ministers who surrender credentials are counting on that vault receipt date to be five years from their termination of employment to access their funds!)*

-Why am I not seeing the total amount of my ministry's payment in the contribution summary in my Principal Financial Group (PFG) online account?

The pension fund uses a small reserve from each *employer* contribution which helps pay the life insurance and disability insurance premiums. When you enroll, your life insurance coverage begins immediately when assessments are received. The disability coverage begins only after twelve consecutive payments are received into the plan.

-Can I give personally to my pension fund?

No, you may not send personal checks to deposit into your pension plan. You can give personally through the voluntary, salary-reduced *employee* option you setup with your employer. (Insurance premiums are not paid from *employee* funds.)

-Is 4-47487 my account number?

No, it is the Wesleyan Pension Fund group contract number with *Principal Financial Group*. It is how they identify our plan. Your personal account number is your social security number.

FORMS

All our forms (including enrollment forms) are available for download on our website, wesleyanpensionfund.com, or we can email or mail them to anyone interested. We do not have a secure website for computer fill-in forms and do not recommend emailing completed forms. We encourage faxing or mailing completed forms—our contact information is available on the forms.

MANUAL PAYMENTS

-Manual checks are still accepted but we encourage the use of the *Online Payment System* for ALL payments. (Checks must be accompanied by the Remittance Form available on our website.)

ONLINE PAYMENT SYSTEM

-District Admins: Please promote using the Online Payment System to your churches.

-District Admins: ALL DISTRICT OFFICES SHOULD NOW BE ON THE ONLINE PAYMENT SYSTEM! Your office is an example for your churches. Please encourage your churches to set up their employees on the system and help answer questions they might have.

-To setup *Online Payment System* account: Go to our website, wesleyanpensionfund.com, scroll to *Online Payment System* (on the left under the PFG login). Click on “First-Time & Returning Users,” it will take you to the *Stewardship Technology* website to setup an account. You’ll need basic contact information plus bank account routing numbers and employee names and their contact information, along with their social security numbers. Once the initial setup is complete, you can let the system process your payments and receive a confirmation email (or receipt) when the transactions are completed. You should only need to return to the site when adding employees or changing your information. When returning to your account, click on “First-Time & Returning Users” with your username and password. (Username and password should be employer-oriented, not personal, as it is information kept and passed on to future treasurers/bookkeepers.) If you are a “Returning User” and adding a new participant to your current list of employees, an enrollment form MUST be completed and mailed or faxed to WPF before the contribution can be processed. If he/she is already a member, please DO NOT have them complete another enrollment form.

PORTAL USAGE

-We use The Wesleyan Church Portal to check ministerial credentialed statuses for those who have marked the “minister” box on the enrollment form. WPF recognizes only those who are ordained or licensed ministers. *(District Admins: we need your help in keeping the Portal updated continually with ministerial status, address and email changes, etc.)*

-We use the Portal to look up Local Church Leaders. If there is a problem with a payment or we don’t have enrollment forms for a contribution received, we have to follow-up with church treasurers, administrators and admins. *(District Admins: we need your help in promoting churches to keep the Portal updated when they make pastor or church leader changes.)*

-We need email addresses! *(District Admins: Please push your churches to put email addresses in the Portal for their church leaders and pastors.)*

-We need forwarding contact information! *(District Admins: Let your churches know we need forwarding contact information for employees who leave the job or move to a new address—they still have their pension funds and we need to be able to contact them. This could be added to an Exit Interview process.)*