November 2019

Name

Address 1

Address 2

Dear Treasurer or Business Administrator:

Our records indicate your organization participates in the Retirement Savings Plan of the Presbyterian Church (U.S.A.) (the “plan”) as a Non-Qualified Church-Controlled Organization (a “non-QCCO”). As you may be aware, non-QCCOs, unlike churches and qualified church-controlled organizations, are subject to certain nondiscrimination requirements under section 403(b) of the Internal Revenue Code. These requirements have two parts:

* All employers must provide an annual notice to their eligible employees to inform them of their eligibility to make salary deferral contributions to the plan.
* Employers with highly compensated employees must conduct certain nondiscrimination tests each year.

As sponsor and administrator of the plan, the Board of Pensions of the Presbyterian Church (U.S.A.) is required to monitor and ensure compliance with these nondiscrimination requirements for each of the plan’s participating non-QCCOs. Please follow the steps outlined below to help ensure compliance.

Step 1: Your organization needs to communicate to its employees that they are eligible to make salary deferral contributions to the plan at least once per calendar year. A copy of this Universal Availability Notice is enclosed and can also be downloaded at pensions.org, should you wish to distribute it electronically. Please indicate on the enclosed form the date this notice was distributed to eligible employees.

Step 2: Determine if your organization has any highly compensated employees. A highly compensated employee is anyone who earned more than $125,000 (exclusive of housing allowance) during the 2019 calendar year. Please indicate on the enclosed form whether your organization has any highly compensated employees. If your organization has one or more highly compensated employees, you may need to complete the nondiscrimination tests.

Please complete and return the enclosed form to the Board by December 15, 2019. You may scan and submit it through Benefits Connect, mail it to the Board of Pensions with attention to Member Services at 2000 Market St., Philadelphia, PA 19103, or fax it to us at 215-587-6215.

Failure to comply with nondiscrimination requirements can result in the immediate taxation of all employee accounts in the plan. Therefore, we appreciate your prompt reply.

If you have any questions about this letter, please do not hesitate to call the Board at 800-773-7752 (800-PRESPLAN) or email [memberservices@pensions.org](file:///\\main1bop\public\Communications%20-%20Benefits\RSP\2016\Universal%20Availability%20Notice\memberservices@pensions.org).

Sincerely,



Samantha Essig

Benefits Analyst, Income Security

Enclosures