

RETIREMENT

Income Account Plan

Dear Pastor or Church Administrator:

Is your church in need of a quality retirement program for your employees? If so, CB Northwest – in cooperation with your local Conservative Baptist regional office – is pleased to be able to make the Northwest Conservative Baptist Association Retirement Income Account Plan available to your church staff.

We've provided full details for you on the benefits and specific details of our Plan by posting a **Plan Handbook**, participating employer adoption agreement, and enrollment/change form that you may download from this website.

If you decide you'd like to participate, just do the following:

- 1) Execute the "Participating Employer Adoption Agreement." Then call the Plan Coordinator for the one-time set up fee amount and submit the form and fee to our office. (Please note: CB Northwest will not be able to accept individual enrollment paperwork for any staff member until this step has been met.)
- 2) Once item #1 above has been cared for, you may then forward completed "Enrollment/Change Forms" for each eligible individual participant. (If you wish, these forms may be bundled with the Participating Employer Adoption Agreement and fee.)
- 3) Once paperwork has been processed, CB Northwest will provide your church with "Contribution Remittance Forms" and instructions on submitting contributions to the Plan. PLEASE DO NOT FORWARD any contribution checks until this paperwork has been received.

Feel free to contact the Plan Coordinator for further help or information at: 503-405-1528, toll-free 1-877-958-1528, or e-mail retirement@cbnw.org.