



Concordia Plan Services
 The Lutheran Church- Missouri Synod
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CRSP 403(b) Enrollment Form for Part-Time Worker

This form should only be used to enroll a part-time worker in the Concordia Retirement Savings Plan (CRSP) 403(b). Generally, “Part-time” for purposes of CRSP 403(b) participation means normally working 20 hours or less a week. If a worker normally works more than 20 hours per week, he/she should be enrolled in the Concordia Plans as a full-time worker. Eligibility to participate in the CRSP 403(b) generally is effective on the first day of the month following the hire date.

PLEASE PRINT OR TYPE ALL INFORMATION IN BLUE OR BLACK INK

A	Employer Information		
Employer Name _____		Employer Number _____	
B	Member Information		
Title _____	Worker’s Name (Last, First, Middle Initial) _____	Previous Last Name _____	Suffix Other: _____
U.S. Social Security Number _____	Canada Social Insurance Number _____	Date of Birth(MM/DD/YYYY) _____	Gender _____
Worker’s Address _____			
City _____	State _____	Zip Code _____	
Home Phone Number _____	Cell Phone Number _____	Country in Which You Hold Citizenship _____	
E-mail Address _____		Occupation _____	
C	<u>Marital Status</u>	<u>Worker's Job Information</u>	
Single – Never Married Married, Date. . . . _____ Widowed, Date . . . _____ Divorced, Date . . . _____ Legally Separated, Date _____		This worker is an/an: Hourly worker Salaried worker Job designation: Faculty Non-Faculty Pay frequency: Bi-Weekly(26) Monthly(12) Weekly (52) Semi-Monthly(24)	

11383-0824

D	Total Annual Salary
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1	2	3	4	5
Annual Cash Salary Paid Over 12-Month Period	Annual Amount for Housing if: _____		Annual Cash Utility Allowance Paid to Worker	Total Compensation Columns 1-4
	Home Provided (25% of Column 1)	Cash Paid to Worker		

E	Worker Information
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_____ Date of Part-Time Hire (MM/DD/YYYY)

_____ Scheduled Number of Hours Worked Per Week

F	Types of Contributions and Contribution Limits
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Under IRS 403(b) regulations, employers have administrative and compliance responsibilities that require the following information:

- Have you contributed to any 403(b) providers other than the Concordia Retirement Savings Plan 403(b) during the current calendar year? Yes N
If yes, please list the total amount contributed to any 403(b) provider(s) during the current calendar year (Exclude Concordia Retirement Savings Plan 403(b) contributions with current employer) \$ _____
- Both pre-tax salary deferrals and after-tax Roth salary deferrals may be contributed to the Concordia Retirement Savings Plan 403(b).
- You may elect to contribute to the CRSP 403(b) on a pre-tax basis or after-tax Roth basis (or combination of pre-tax and Roth) up to the annual maximum allowed under the Internal Revenue Code. For the 2025 calendar year, the annual deferral maximum is \$23,500 or 100% of your base salary, whichever is less.
 - If you will be age 50-59, or age 64 or older during the calendar year, you may elect an additional Catch-up contribution amount. For the 2025 calendar year, the maximum contributions is \$31,000.
 - If you will be age 60-63 during the calendar year, you may contribute \$34,750.

G	Authorization for Regular Deferrals
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Pre-Tax Deferrals

Pre-Tax Contributions, which are withheld from my paycheck *before* taxes and contributed by my employer to the Concordia Retirement Savings Plan 403(b) on my behalf to my pre-tax account:

I hereby authorize my employer to deduct _____ % of my includible compensation per month as pre-tax contributions.

OR

I hereby authorize my employer to deduct \$ _____ per month as pre-tax contributions.

After-Tax Roth Deferrals

After-Tax Roth Contributions, which are withheld from my paycheck after taxes and contributed by my employer to the Concordia Retirement Savings Plan 403(b) on my behalf to my after-tax Roth account:

I hereby authorize my employer to deduct _____ % of my includible compensation per month as after-tax Roth contributions

OR

I hereby authorize my employer to deduct \$ _____ per month as after-tax Roth contributions.

Payroll Effective Date (MM/DD/YYYY): _____

(Continued on next page)

H	Age 50 Catch-Up Election
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If your total deferrals in the current calendar year will exceed the annual deferral limit (\$23,500 in 2025), and you are or will be age 50-59, or age 64 or older during the calendar year, you may make Age 50 Catch-up contributions to the CRSP (maximum \$31,000 in 2025). If you will be age 60-63 during the calendar year, you may contribute up to \$34,750.
Check this box if the amount authorized in section G includes Age Catch-up amounts.

I	Member Signature
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- The information entered is current and correct to the best of my knowledge.
- I understand and agree to the terms of this Enrollment Form and Salary Deferral Agreement and authorize the payroll deductions as indicated above. This Agreement shall apply to all includible compensation paid from the effective date specified, until cancelled, superseded, or I cease to be an eligible worker. This Agreement supersedes all previous agreements.
- I understand that I may change the percentage of wages or dollar amount contributed to the Concordia Retirement Savings Plan 403(b) only when and as allowed under the terms of the Plan. I also understand that it is my responsibility to comply with the Internal Revenue Code deferral limits.
- I have communicated my deferral eligibility to my employer, including any current year contributions to any other 401(k), 403(b), and SEP providers.

X _____
Signature of Member Date (MM/DD/YYYY)

J	Employer Representative Signature
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I have reviewed this Enrollment Form/Salary Deferral Agreement and will take action necessary for IRS and CRSP 403(b) compliance. I also understand the payroll deduction requirements of offering a pre-tax and after-tax Roth retirement savings plan and Automatic Contribution Arrangement, if applicable.

X _____
Signature of Authorized Employer Representative Date (MM/DD/YYYY)

Printed Name of Authorized Employer Representative Title or Office Held

CRSP Contact at Employer Contact Email Address Contact Phone Number

Important Note for Employer Representative:

- When you submit this form it will be sent to Concordia Plan Services
- Completion of this form will not start remittance of contributions. For assistance on remitting contributions, please contact Concordia Plan Services.