



Retirement Connection

Instructions for Initiating Retirement Benefits

Is it time? Are you ready? You can initiate the process for receiving your retirement benefits through Retirement Connection! We recommend starting 90 days before your anticipated retirement date to allow plenty of time to complete the process and help ensure your benefit payments begin when you need them.

Note: This is for your CPS retirement benefits. You'll first need to discuss your retirement plans with your ministry, to help ensure the ministry's forms are properly submitted.

If you have not yet registered for Retirement Connection, you need to create an account. Visit retirementconnection.ehr.com and follow the prompts. You'll need to verify your identity, which will include a confirmation email sent from Willis Towers Watson, our pension benefit administrator.

Be sure to use your personal email to register so you can continue to access your Retirement Connection account after you transition into retirement.

Getting Started

When you're ready to initiate your CPS retirement benefits click on **My Retirement & Savings** and select **Initiate My Retirement** from the drop-down menu.

The screenshot shows the Retirement Connection website. At the top, there's a navigation bar with 'Home', 'My Retirement & Savings', and 'Tools & Resources'. The 'My Retirement & Savings' menu is expanded, showing options: 'Manage My Retirement & Savings', 'Estimate My Retirement Benefit', 'Initiate My Retirement', 'View My Account Balances', 'View My Employment History', and 'View My Compensation History'. A blue arrow points to 'Initiate My Retirement'. Below the menu is a 'START' button for 'Initiate Retirement Request'. The page also features several informational cards and a footer with contact information.

Estimate before you Initiate

There are many factors that can impact your decision to begin your retirement benefits. On this page, you will find links to **Estimate My Retirement Benefit**, which has many tools to help you plan your retirement date and compare distribution options. Estimating your retirement benefit options will better prepare you for the process of initiating your retirement benefits. Refer to the **Retirement Connection - User Guide** to help you get started.

Retirement Initiation and Eligibility Verification

On the **Initiate My Retirement** screen, begin by entering your **Retirement Date** – which is defined as the last day you will work full time for your employer. Do not adjust your Retirement Date to align with contract dates or earned time off like vacation.

After you enter your Retirement Date, select the date you would like your pension benefits to begin from the options provided.

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Home My Retirement & Savings Tools & Resources

Initiate My Retirement

Welcome to the Initiate My Retirement online process. To get started with your retirement request, please complete your retirement profile below.

Your Retirement and Benefit Commencement Dates

What is the last day you plan to work?

When would you like to start receiving your pension?

10/1/2023

11/1/2023

12/1/2023

1/1/2024

2/1/2024

- Terms to Know →
- FAQs →
- Videos and Webinars →
- Helpful Documents →
- Financial Educator →
- Financial Navigator →

If you need help – click on one of the **i** icons for a more detailed explanation.

The shaded help box also provides resources including detailed instructions, FAQs, definitions and other helpful information. Similar helpful resources will be available on pages throughout the website.

Spousal Information Confirmation

Review and/or update your spouse selection below:

Traditional Option Subplan

Spouse: Drew Smith

Spouse's Date of Birth: 5/21/1967

Social Security Number: ***-**-2788

Address: 123 Fake Street - 1
SAGINAW, MI 48638

[Edit My Spouse →](#)

i I certify that I am married to the spouse listed. If you are no longer married to the spouse listed, you are required to update your marital status. Complete and submit the Membership Change form available online [here](#). If you have any questions, contact Concordia Plans at 888-927-7526.

Lien Notification

You must disclose if your benefit is subject to a lien. Do you have any of the following liens?

- Qualified Domestic Relations Order(s) (QDRO)
- Pending Domestic Relations Order(s) (DRO)
- Other applicable IRS lien(s)

Yes

No

Contact Information

- The contact information provided will pertain to this specific retirement request.
- If you would like to make a permanent change to your email and/or phone number, please visit your "My Profile" page.

Phone Number:

Email Address:

On this page you will also be asked to confirm or provide some basic information.

1) Marital status. Only your spouse at the time your benefit begins is eligible for survivor retirement benefits. Check the box to verify the information on the screen is correct. If this information is not correct, you can update the information by:

- completing a Request for **Membership Change Form**, or
- contacting Concordia Plans at 888-927-7526.

Helpful Hint: If you are married at the time your retirement benefit begins, you may select a distribution option that provides survivor benefits (continued benefits to your spouse after you die). You will need your spouse's consent to select a distribution option without survivor benefits.

2) Lien notification. You'll need to verify if there is a lien on your retirement benefits. If you have a lien, you will be asked to contact Concordia Plans to provide additional information.

3) Contact Information. The last pieces of information we need are the phone number and email address you would like used for all retirement correspondence. This may be the same or different from the information in your profile. Either way, be sure to complete this information.

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Home My Retirement & Savings Tools & Resources

Initiate My Retirement

Welcome to the Initiate My Retirement online process. To get started with your retirement request, please complete your **retirement profile** below.

Your Retirement and Benefit Commencement Dates

What is the last day you plan to work?

When would you like to start receiving your pension? 1/1/2024

CRSP 403(b) Balance

Amount of your CRSP 403(b) balance that you would like converted to a monthly benefit through the CRP:

Balance Date: 9/8/2023

Balance Amount: \$14,202.39

Conversion Amount: \$ 0

- Terms to Know →
- FAQs →
- Videos and Webinars →
- Helpful Documents →
- Financial Educator →
- Financial Navigator →

If you have a Concordia Retirement Savings Plan 403(b) account balance greater than \$5,000, you will have the opportunity to combine a portion or all of your CRSP 403(b) account into the CRP pension, which will increase your monthly pension benefit.

If you don't want to combine your CRSP 403(b) into the CRP pension, simply enter "0." Click here for more information on your **CRSP 403(b) options** in retirement.

Click on **Submit Retirement Profile** to continue.

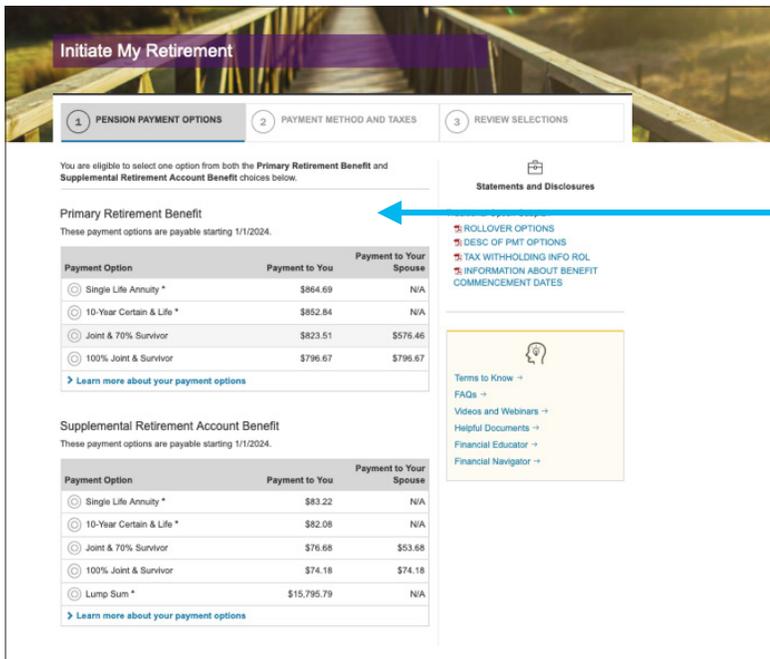
Pension Payment Options

Your next step will be to review your **Pension Payment Options**. You'll see the distribution options and benefit amounts available to you upon retirement, based on the information you have entered.

The CRP is divided into two options, the Traditional Option and the Account Option. Your employer elects which option(s) to offer and you're enrolled accordingly. Some workers may earn benefits in both options during their career.

Please remember your individual benefits are based on your CRP pension enrollment and may differ from the sample screens provided.

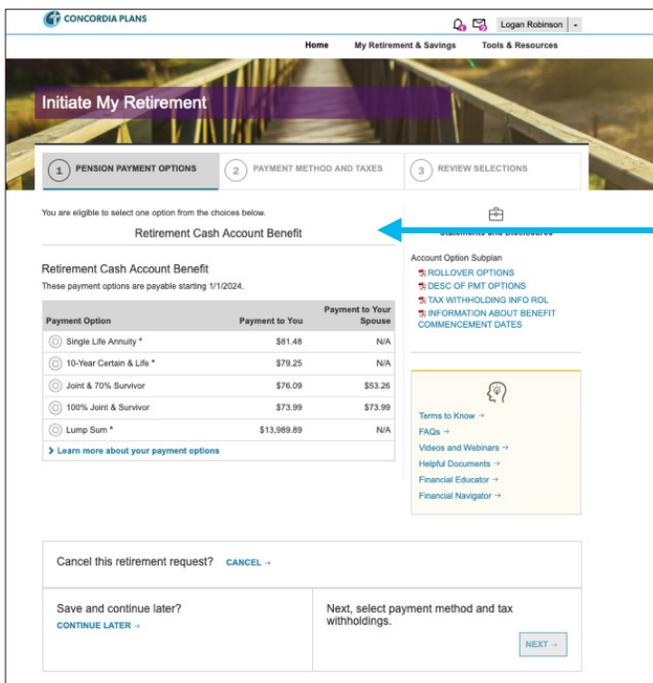
Helpful Hint: If you are unsure about the differences between the distribution options, click **Learn more about your payment options**.



This screen shows Pension Payment Options for someone who is retiring with benefits in the Traditional Option.

Depending on your enrollment history with the CRP, you may see one or multiple benefits available to you.

For example, if you were enrolled in the CRP Traditional Option prior to July 1, 2014, you may have Supplemental Retirement Account benefits. If so, those would appear on this screen as a separate benefit.



This screen shows **Pension Payment Options** for someone who is retiring with benefits in the Account Option, with a Retirement Cash Account benefit.

If you are eligible for more than one benefit, you can choose:

- The same annuity distribution option for all benefits.
- An annuity distribution option for the Primary Retirement Benefit and for the remaining benefits you can choose:
 - > the same distribution option as the Primary Retirement Benefit, or
 - > the lump-sum distribution option (if available).

For example (based on the screen shot above): If you select Joint and 70% Survivor Annuity for your Primary Retirement Benefit, you can select either Joint and 70% Survivor Annuity or Lump Sum distribution for your Supplemental Retirement Account benefit.

Click the **Next** button to make your distribution option choices or the **Continue Later** button if you need more time.

Payment Methods and Taxes

This screen provides Concordia Plans with important information about how you want to receive your retirement benefits.

The screenshot shows the 'Initiate My Retirement' process at step 2, 'PAYMENT METHOD AND TAXES'. The interface is divided into three main sections: 'Payment Method', 'Tax Withholding Election', and 'State Taxes'. Under 'Payment Method', the 'Direct Deposit' option is selected, and there is a field for 'Direct Deposit To:' with a dropdown menu. A blue arrow points to this dropdown menu. To the right of the main form is a sidebar with a 'Terms to Know' section containing links for 'Terms to Know', 'FAQs', 'Videos and Webinars', 'Helpful Documents', 'Financial Educator', and 'Financial Navigator'. At the bottom of the form, there are two buttons: 'Save and continue later?' with a 'CONTINUE LATER' link, and 'Next, review and confirm your selections.' with a 'NEXT' button.

First, you'll need to complete your **Payment Method** information. All pension benefits are distributed electronically by direct deposit.

You'll want to add your bank account information by adding a **New Bank Account**.

New Bank Account

Account Nickname:

Bank Name:

Account Type:

Routing Number:

Account Number:

YOUR NAME
1111 Main Street
Crestline, CA 93939

DATE: 123

PAY TO THE ORDER OF \$

DOLLARS

⑆0001 23456 ⑆0001 23456 9876 54321

ROUTING NUMBER ACCOUNT NUMBER

*The routing number for electronic payments may differ from the one listed on your check.
Please confirm the appropriate electronic routing number with your financial institution.*

If you wish to add or edit a Canadian bank account please contact Concordia Plans at 888-927-7526 or info@concordiaplans.org to request a direct deposit change form.

You'll need to provide:

- Bank Name
- Account Type (Checking or Savings)
- Description (optional - i.e., Mary's checking)
- Bank Routing Number (nine digits)
- Account Number

Important note: The Bank Routing Number and the Account Number are found on the bottom of your check. Don't include your check number as part of your account number. See the sample for reference.

Next you'll need to determine your **Tax Withholding** Election for Federal and State taxes. You'll need to complete the federal tax Withholding Form W-4P. You can find instructions for [this form](#) on the IRS website.

Select New Federal Tax Withholding (Form W-4P)

Step 1: Filing Status (Required)

Single or Married filing separately

Married filing jointly or Qualifying widow(er)

Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

No Withholding: You can choose not to have federal income tax withheld from your payments. If you want to select "No Withholding", click to the [next step](#) below.

See <https://www.irs.gov/pub/irs-pdf/fo.pdf> for Form W-4P instructions.

Step 2: Income from a job and/or Multiple Pensions/Annuities (including a Spouse's Job/Pension/Annuity)

Complete this step if you (1) have income from a job or more than one pension/annuity, or (2) are married filing jointly and your spouse receives income from a job or pension/annuity.

Complete the items below:

(i) If you (and/or your spouse) have one or more jobs, then enter the total taxable annual pay from all jobs, plus any income from Form W-4, Step 4(a), for the jobs less the deductions entered on Form W-4, Step 4(b), for the jobs. Otherwise enter "-0-".

(ii) If you (and/or your spouse) have any other pensions/annuities that pay less annually than this one, then enter the total annual taxable payments from all lower-paying pensions/annuities. Otherwise, enter "-0-".

(iii) Total of the amounts from items (i) and (ii):

TIP: To be accurate, submit a 2022 Form W-4P for all other pensions/annuities. Submit a new Form W-4 for your job(s) if you have not uploaded your withholding since 2019.

If (i) is blank and this pension/annuity pays the most annually, complete steps 3-4(b) on this form. Otherwise, do not complete Steps 3-4(b) on this form.

Step 3: Claim Dependent and Other Credits

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Number of qualifying children under age 17: x \$ 2000

Number of other dependents: x \$ 500

Add other credits, such as foreign tax credit and education tax credits:

Total of the amounts for qualifying children, other dependents, and other credits:

Step 4 (optional): Other Adjustments

Consider contacting your tax professional to help you determine the appropriate tax withholdings for your individual financial situation.

For state taxes, select the state in which you live for more information.

If you selected a Lump Sum distribution of a benefit, you will be asked if you want to receive a one-time lump sum payment or to roll it over into another qualified retirement account.

← Return to the previous page

Select your payment delivery method and tax withholding elections for your lump sum or rollover payment.

Payment Election
Select your preferred payment election.

Lump Sum
 Rollover

Payment Method
Select your preferred payment method.

Check

Mailing Check To: ⓘ
Your home address is:
123 Fake Street - 1
HILLSIDE, IL 60162 USA

Tax Withholding Election
Review and update your federal and state tax elections below.

Federal Taxes

Tax Rule: PERCENTAGE ONLY
Percentage: 20%

State Taxes

Filing State: ILLINOIS
Tax Rule: NO WITHHOLDING

SAVE SELECTIONS

If you select Lump Sum distribution payable to you, you'll need to fill out the **Payment Method** information.

Initiate My Retirement

← Return to the previous page

Select your payment delivery method and tax withholding elections for your lump sum or rollover payment.

Payment Election
Select your preferred payment election.

Lump Sum
 Rollover

Rollover Options
Select your rollover option.

Rollover To CRSP 403(b)
 Other Eligible Plan
 Traditional IRA
 Roth IRA

SAVE SELECTIONS

Cancel this retirement request? CANCEL →

Save and continue later? CONTINUE LATER →

Next, review and confirm your selections. NEXT →

If you select **Rollover** as your distribution Payment Election, you'll need to specify where the money will be going by selecting **Rollover Option** from the menu and click **Save Election**. A new screen will appear for you to complete the **Payment Method** information.

When you are finished, click the **Next** button to make your distribution option choices or the **Continue Later** button if you need more time.

CONCORDIA PLANS Home My Retirement & Savings Tools & Resources Leslie Smith

Initiate My Retirement

1 PENSION PAYMENT OPTIONS 2 PAYMENT METHOD AND TAXES 3 REVIEW SELECTIONS

Review your selections and submit your retirement request.

Your Retirement Selections
 Your last day of work: 8/31/2023
 Date your benefits begin: 1/1/2024

Your Pension Benefit Selections
[Edit Payment Options ->](#) [Edit Payment Method and Taxes ->](#)

MONTHLY ANNUITY - TRADITIONAL OPTION			
Payment Option	Payment Method	Taxes	Payment
70% Joint & Survivor Annuity (Primary Retirement Benefit) <i>Elected Beneficiary: Lee Williams - SPOUSE</i>	Direct Deposit to bank (0)	Federal Tax: Filing Status MARRIED Income from \$0.00 Other Jobs/Annuities Claim \$0.00 Dependent and Other Credits \$0.00 Other Income \$0.00 Other \$0.00 Deductions Extra \$0.00 Withholding State Tax: State MO Amount \$100.00	\$823.51 <i>starts: 1/1/2024</i>
70% Joint & Survivor Annuity (Supplemental Retirement Account Benefit) <i>Elected Beneficiary: Lee Williams - SPOUSE</i>	Direct Deposit to bank (0)	Federal Tax: Filing Status MARRIED Income from \$0.00 Other Jobs/Annuities Claim \$0.00 Dependent and Other Credits \$0.00 Other Income \$0.00 Other \$0.00 Deductions Extra \$0.00 Withholding State Tax: State MO Amount \$100.00	\$76.68 <i>starts: 1/1/2024</i>
Total Monthly Payment (starting 1/1/2024)			\$900.19

Statements and Disclosures Affirmation
 You may download and print any of the statements and disclosures you've seen throughout the process.

- ROLLOVER OPTIONS
- DESC OF PMT OPTIONS
- TAX WITHHOLDING INFO ROL
- INFORMATION ABOUT BENEFIT COMMENCEMENT DATES

I have read and understand the information provided.

Cancel this retirement request? [CANCEL ->](#)

Save and continue later? [CONTINUE LATER ->](#)

Done reviewing your retirement and pension benefit selections? [SUBMIT REQUEST ->](#)

Review Selections

You're almost done with the online portion! Now review your selections.

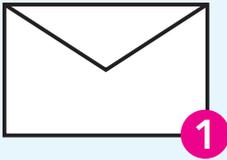
If you need to make an adjustment to your Payment Options (distribution options) or your Payment Method and Taxes, you can select the appropriate **Edit** option.

Don't forget to review the **Statements and Disclosures Affirmation** before proceeding. You'll need to click on the checkbox to acknowledge you reviewed the information.

If you are satisfied with your selections click **Submit Request**.

Congratulations!

You have now completed the online portion of the retirement process to initiate your benefits. Concordia Plans will now review and confirm your benefit selections. Additional paperwork for you to review, sign and return will be created and made available to you through the Retirement Connection message center. CPS will send you a notification email to let you know your paperwork is available through the message center. Be sure to complete and return everything, and if you have any additional questions, please call 888-927-7526.



Happy Retirement!

Be sure to keep an eye on the Message Center, you'll see a number indicating if you have new messages and how many unread messages you have.