Retirement Connection

Instructions for Initiating Retirement Benefits

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.

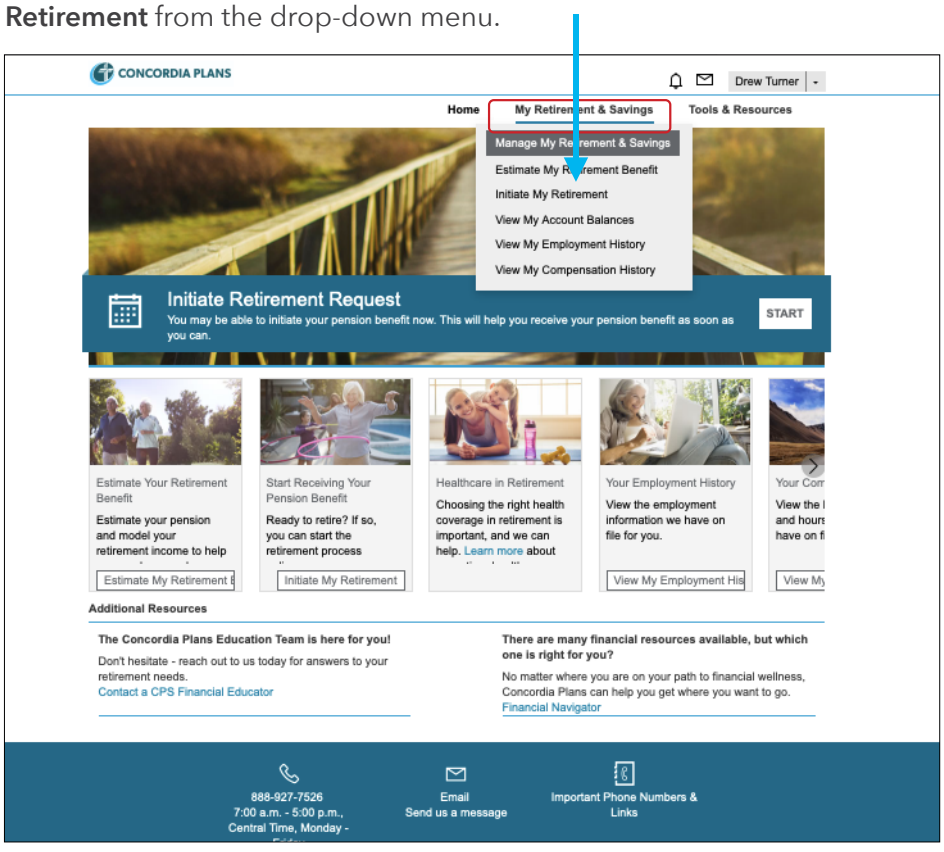
Note: This is for your Concordia Plan Services retirement benefits. You'll first need to discuss your retirement plans with your ministry, to help ensure the ministry's forms are properly submitted.

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 retirement benefits click on **My Retirement & Savings** and select **Initiate My Retirement** from the drop-down menu.



Estimate before you Initiate

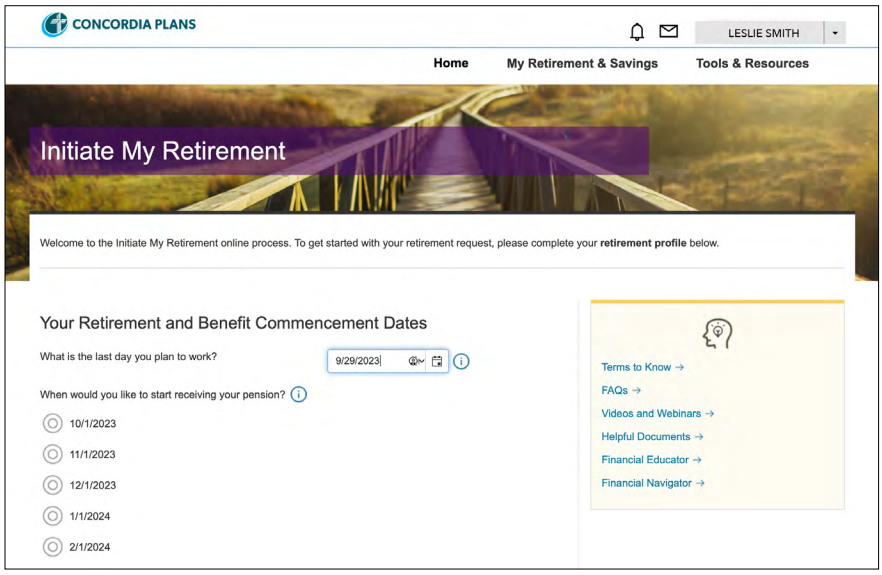
There are many factors that can impact your decision to begin your retirement benefits. On this page, you will find links to **Estimate My Retirement Benefit**, which has many tools to help you plan your retirement date and compare distribution options. Estimating your retirement benefit options will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

CONCORDIA PLAN SERVICES

Retirement Initiation and Eligibility Verification

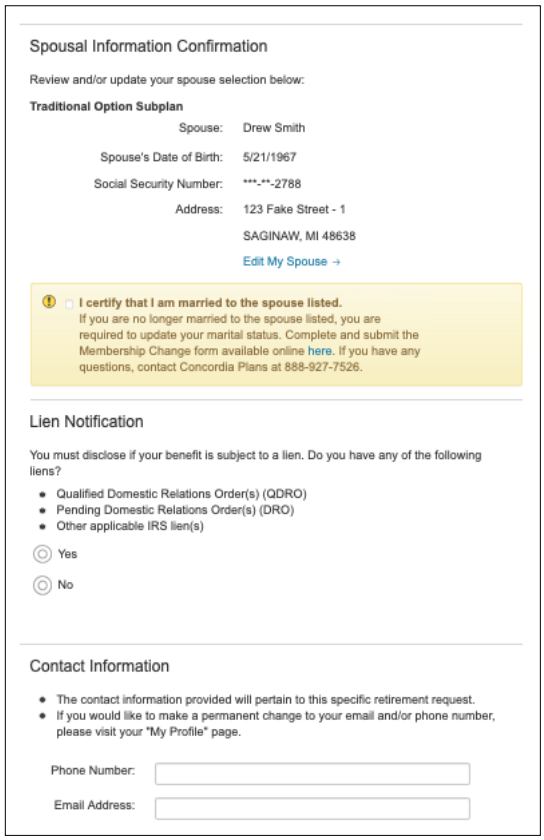
On the **Initiate My Retirement** screen, begin by entering your **Retirement Date** – which is defined as the last day you will work full time for your employer. Do not adjust your Retirement Date to align with contract dates or earned time off like vacation.

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



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

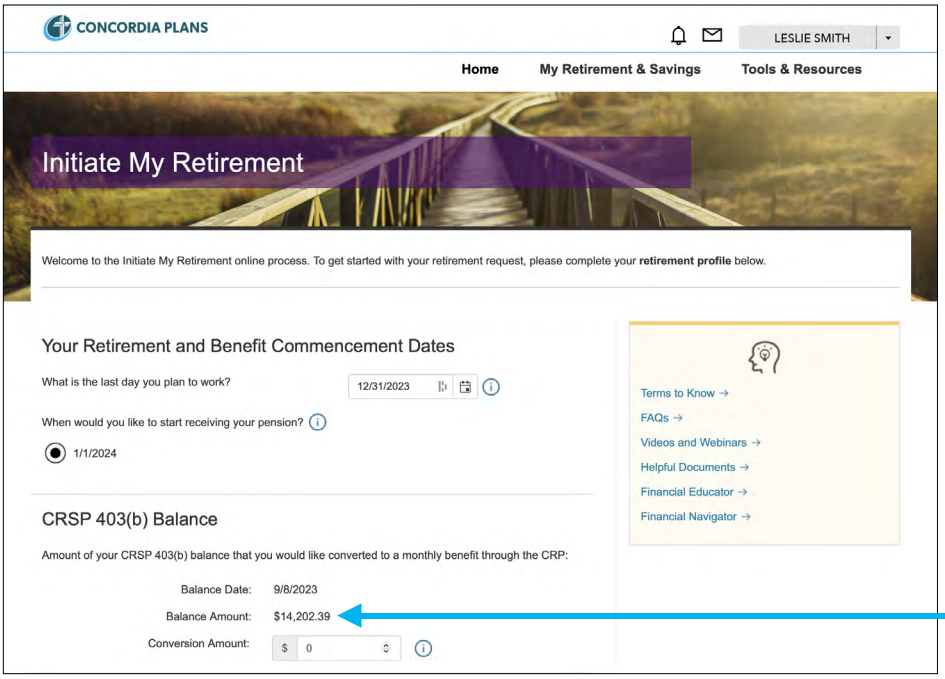
The shaded help box also provides resources including detailed instructions, FAQs, definitions and other helpful information. Similar helpful resources will be available on pages throughout the website.



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 Plan Services 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 Plan Services 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 related to this retirement request. This may be the same or different from the information in your profile. Please be sure to complete this information.



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 403(b) account into the Concordia Retirement Plan pension, which will increase your monthly pension benefit.

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

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

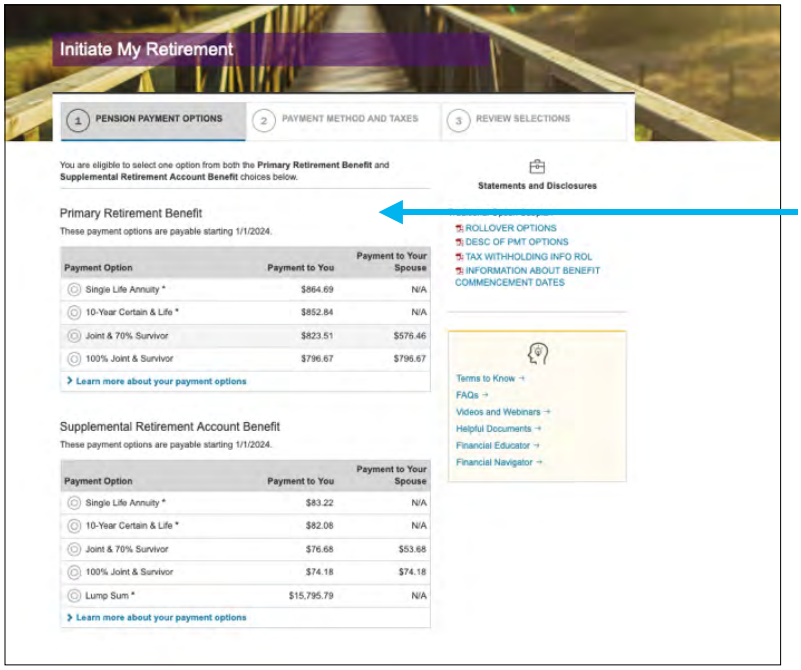
Pension Payment Options

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 Concordia Retirement Plan 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 pension enrollment and may differ from the sample screens provided.

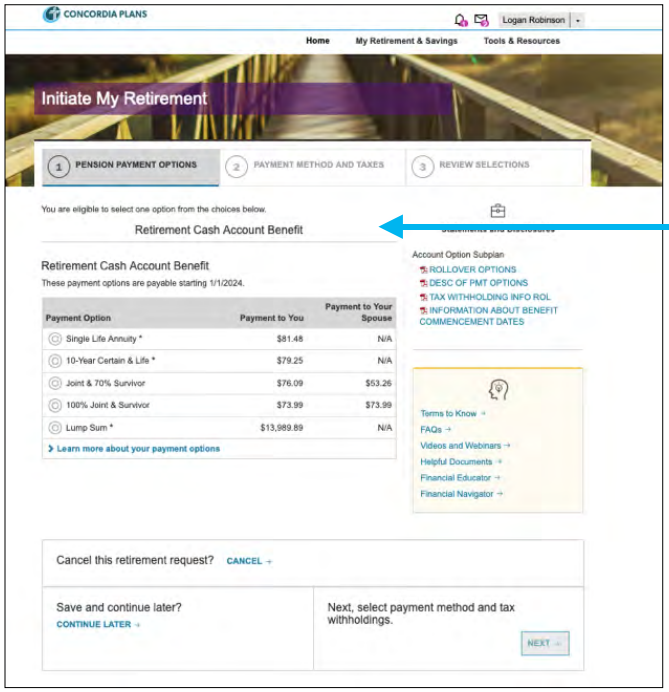
Helpful Hint: If you are unsure about the differences between the distribution options, click **Learn more about your payment options**.



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

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

Example: If you were enrolled in the 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:

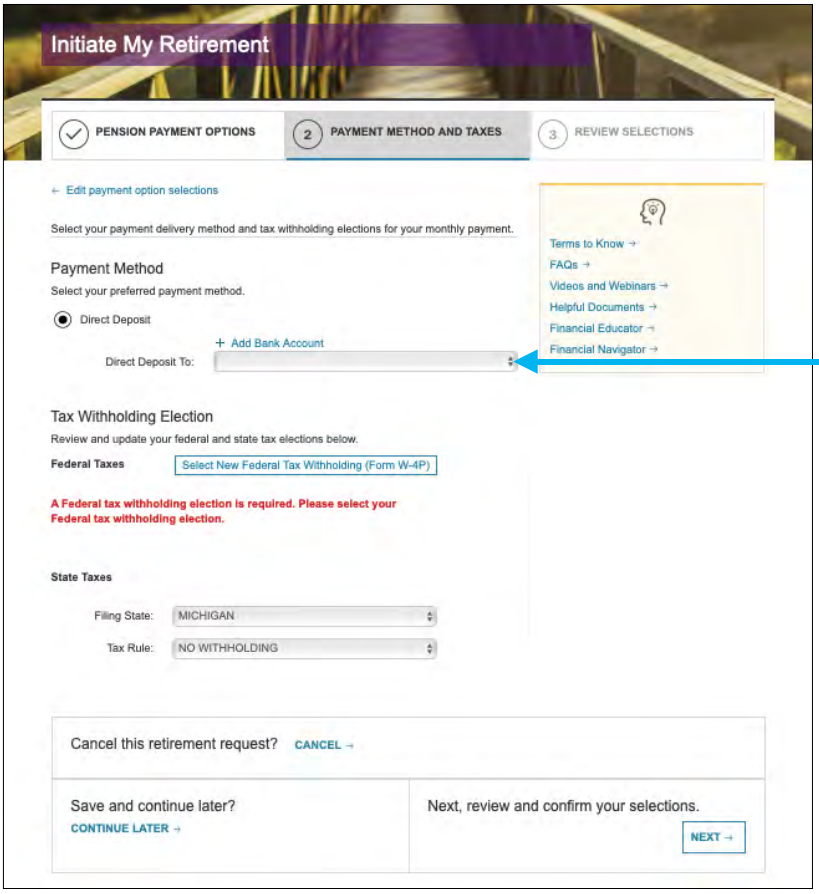
- The same annuity distribution option for all benefits.
- An annuity distribution option for the Primary Retirement Benefit and for the remaining benefits you can choose:
  - > the same distribution option as the Primary Retirement Benefit, or
  - > the lump-sum distribution option (if available).

Example: 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.

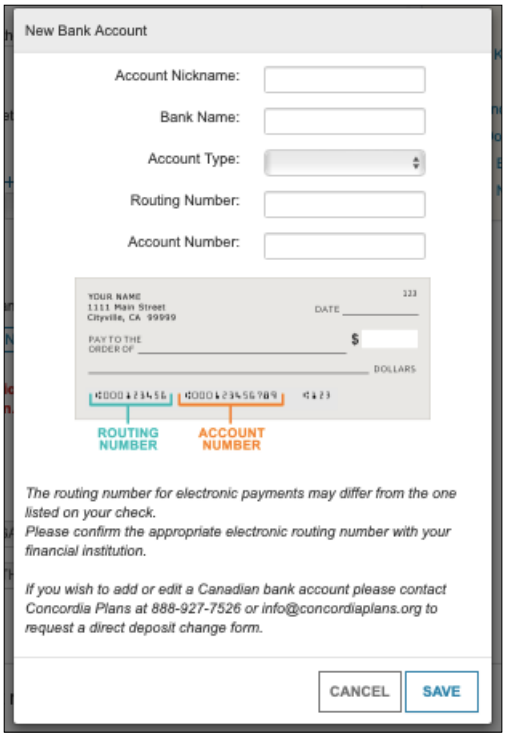
Payment Method and Taxes

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



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**.

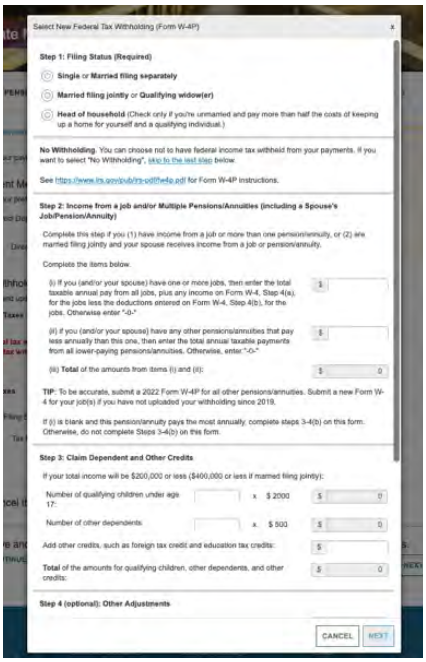


You'll need to provide:

- 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.

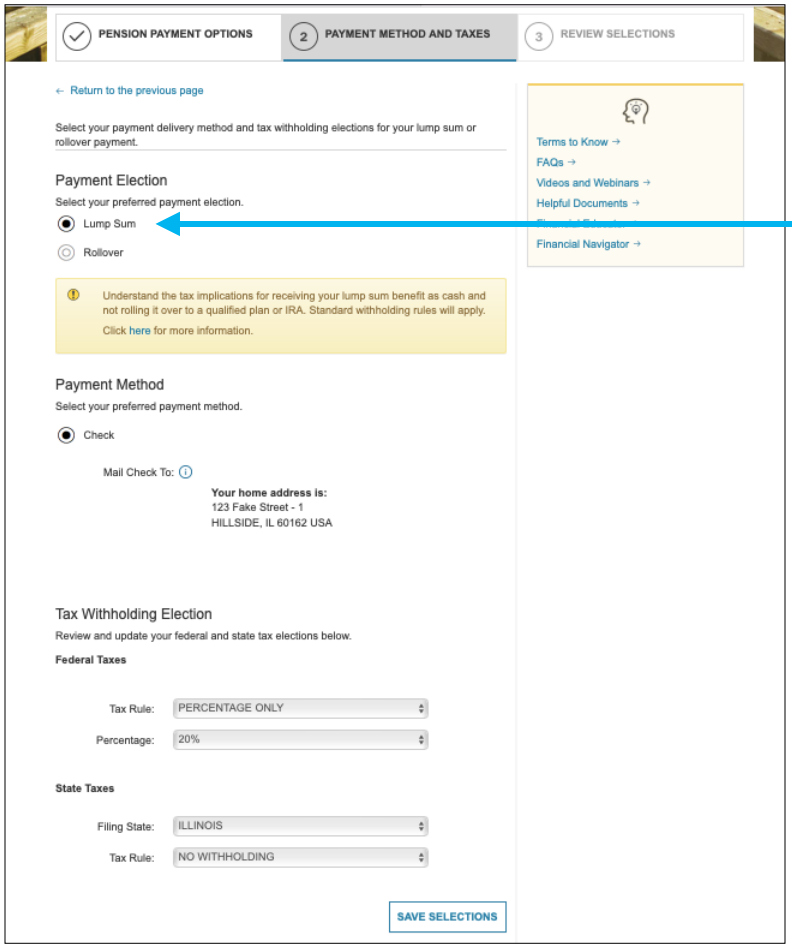
Next you'll need to determine your **Tax Witholding** election for Federal and State taxes. You'll need to complete the federal tax Witholding Form W-4P. You can find instructions for **this form** on the IRS website.



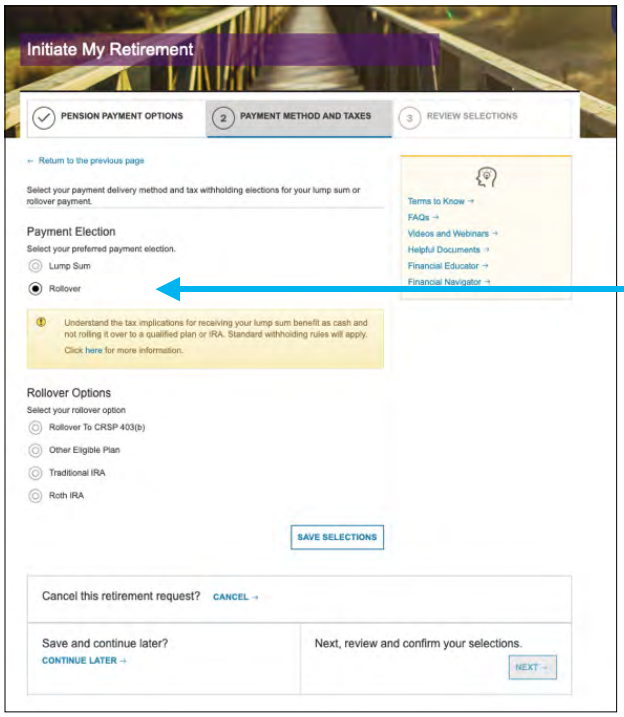
Consider contacting your tax professional to help you determine the appropriate tax withholdings for your individual financial situation.

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.

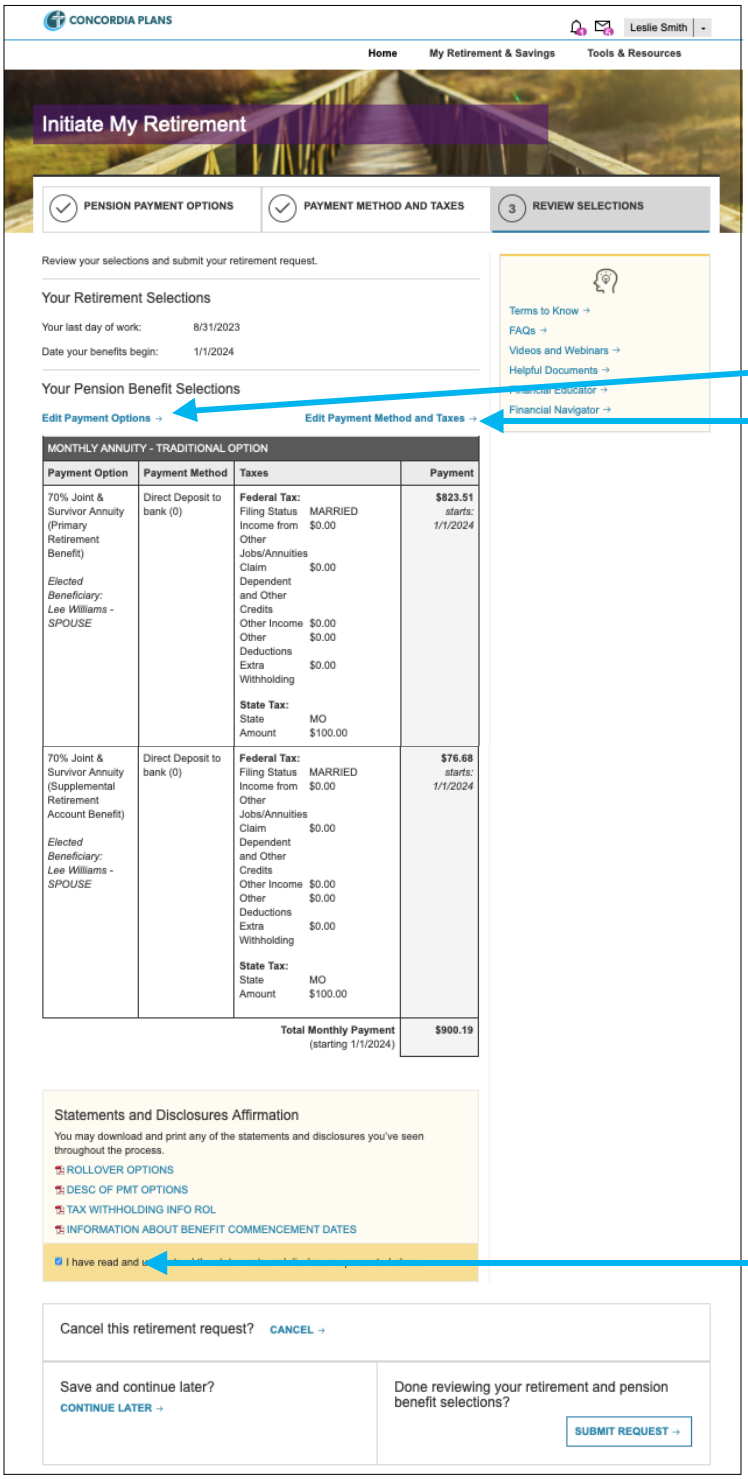


If you select Lump Sum distribution payable to you, you'll need to fill out the **Payment Method** information.



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.



Review Selections

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

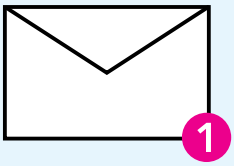
If you need to make an adjustment to your Payment Options (distribution options) or your Payment Method and Taxes, you can select the appropriate **Edit** option.

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 Plan Services 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. You will receive a email notification when 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.