

To: Members of the Concordia Retirement Savings Plan

From: Concordia Plan Services

Date: February 2016

RE: Member's Assignment of Interest in the Concordia Retirement Savings Plan
to a Divorced Spouse

CONCORDIA RETIREMENT SAVINGS PLAN QDRO GUIDELINES

The Concordia Retirement Savings Plan (the "CRSP") was established by The Lutheran Church—Missouri Synod (the "Synod") for the workers of the Synod, its member congregations, controlled organizations, and affiliated agencies. The purpose of the CRSP is to provide opportunities to a Member to save for retirement by deferring a portion of one's compensation. The account created under the CRSP (the "Account") is payable in a variety of forms following termination of employment.

As a general rule, the CRSP does not permit a Member to assign or transfer an interest in the CRSP to another person. At the same time, however, the Board of Trustees (the "Board") recognizes that a Member, because of a divorce or legal separation, may wish or need to assign a portion of that Member's Account to a spouse.

Generally, such assignment of retirement benefits is accomplished through a court-ordered domestic relations order which satisfies certain technical requirements set forth in the federal tax laws. Once qualified, this type of order is known as a "Qualified Domestic Relations Order" ("QDRO"). While the QDRO rules do not apply to a "church plan," such as the CRSP, the CRSP will permit such an assignment if the order meets the technical requirements to be classified as a QDRO and is not inconsistent with the terms of the CRSP and these guidelines. A model document is provided to facilitate the preparation of a QDRO. It is the responsibility of legal counsel representing the Member and the former spouse to determine if the model is satisfactory to their respective parties. If it is not, then the following minimum technical and substantive provisions must be contained in the domestic relations order submitted for review:

Technical Requirements

1. The order must clearly specify the name and last known mailing address of the Member and the name and last known mailing address of the former spouse.
2. The order must clearly specify the name of the CRSP (*i.e.*, the Concordia Retirement Savings Plan).
3. An assignment of benefits under the CRSP will only be permitted to be made to a former legal spouse who is of the opposite sex from that of the Member.

4. The order must clearly specify the former spouse's right to receive an interest in the CRSP.
5. The order must create or recognize the existence of a former spouse's right to, or assign to a former spouse the right to, receive all or a portion of the benefits payable with respect to a Member under the CRSP.
6. The order must not provide any type or form of benefit, payment, or option not permitted by the specific terms of the CRSP.
7. The order must not require the CRSP to provide increased benefits (determined on the basis of an actuarial valuation).
8. The order must not require a payment of benefits that are already being paid to another divorced spouse pursuant to a previous QDRO.
9. The order must provide that, in the event that the CRSP Plan Administrator inadvertently pays to the Member any benefits that are assigned to the former spouse pursuant to the terms of the order, the Member shall immediately reimburse the former spouse to the extent that such person has received such assigned benefit payments, and shall forthwith pay such amounts so received directly to the former spouse within ten (10) days of receipt.
10. The order must provide that all payments made pursuant to the order shall be conditioned on the certification by the former spouse and the Member to the CRSP Plan Administrator of such information as the Plan Administrator may reasonably require from such parties to make the necessary calculation of the benefit and assigned benefit amounts.

Assignment of Account Under the CRSP

1. The order must clearly specify (i) either the dollar amount to be assigned or the percentage of the Member's Account to be assigned (or the formula for determining such amount), (ii) a specific date as of which the assigned benefit is to be determined which date must be the last day of a calendar month, and (iii) whether gains and/or losses (calculated through the last day of the calendar month preceding the distribution date) should be included in the amount assigned.
2. The order must provide that, in the event the CRSP is amended at any time after payment has been made to the former spouse, such amendment shall not impact in any way the amount previously assigned to the former spouse.
3. An interest in the Account under the CRSP assigned to a former spouse will be payable only as a lump sum.
4. The portion of the Account assigned to a former spouse will be paid in a lump sum as soon as possible after acceptance (qualification) of the order.
5. If the former spouse dies before receiving the assigned portion of the Account, the distribution will be paid to such person's estate.