

Simple Maximum Contribution Limits Worksheet

Please answer the following questions to find out if you qualify for completing this *Simple Maximum Contribution Limits Worksheet*.

1. Will your employer consider you a full-time employee for the entire calculation year (January through December)?
If "No", Simple is not an option.
2. Will you work for more than one employer during the year?
If "Yes", Simple is not an option.
3. During the year, do you expect to participate in a retirement plan other than the 403(b)(9) Retirement Plan?
If "Yes", Simple is not an option.
4. Do you work for an agency or institution that is one of several employers under a corporate structure AND did you receive compensation from more than one of the entities under the corporate structure?
If "Yes", Simple is not an option.
5. Did you receive any "unusual" compensation this year such as severance pay, gifts or bonuses?
If "Yes", Simple is not an option.
6. Do you have any type of executive benefit arrangement with your employer?
If "Yes", Simple is not an option.
7. Do you have 15 or more full-time years of paid service with all employers in the same church-related group?
If "No", skip questions 7 a, b and c and begin reading the Important Information on the following page.
If "Yes", answer the following questions.
 - a) Have you ever received a distribution or taken a withdrawal (not a loan) from your GuideStone account? (e.g., termination and/or in-service withdrawal, retirement benefit, rollover, transfer, exchange, excess contribution or a qualified domestic relations order)
If "Yes", Simple is not an option.
 - b) Have you ever made salary reduction contributions to a retirement plan other than the 403(b)(9) Retirement Plan?
If "Yes", Simple is not an option.
 - c) Have you ever contributed over the general limit on salary reduction contributions?
If "Yes", Simple is not an option.

| | |
|-----------|----------|
| 1987–1997 | \$9,500 |
| 1998–1999 | \$10,000 |
| 2000–2001 | \$10,500 |
| 2002 | \$11,000 |
| 2003 | \$12,000 |
| 2004 | \$13,000 |
| 2005 | \$14,000 |
| 2006 | \$15,000 |
| 2007 | \$15,500 |
| 2008 | \$15,500 |
| 2009 | \$16,500 |
| 2010 | \$16,500 |
| 2011 | \$16,500 |
| 2012 | \$17,000 |
| 2013 | \$17,500 |
| 2014 | \$18,000 |

Continued on other side

IMPORTANT INFORMATION

As part of our ongoing commitment to customer service, GuideStone Financial Resources of the Southern Baptist Convention calculates maximum contribution limits for 403(b) retirement plan participants who ask for this service. We need detailed information for these calculations.

This worksheet will help you gather and submit the information GuideStone needs to calculate your maximum contribution limits. We hope this information will help you understand more about the calculations and why we need certain data.

Please read this entire worksheet carefully.

Remember, a maximum contribution limits calculation is valid only if the information provided is complete and accurate. This is your responsibility as a participant.

The material in this worksheet addresses legal requirements applicable to *Internal Revenue Code* Section 403(b) tax-sheltered annuity plans. The information provided is intended as a general discussion of the requirements and reflects GuideStone's current understanding of these rules as they affect most church-related employees. However, GuideStone cannot provide legal or financial advice about the maximum contribution limits and does not claim to offer legal or tax advice in any form. Application of the material to a particular situation depends upon the facts of the individual taxpayer's situation. The requirements may be modified in the future, affecting the information in the booklet. Participants should consult their own tax or legal advisors about the maximum contribution limits. GuideStone specifically disclaims any liability for loss or risk incurred as a consequence of information presented in this booklet.

Rules regarding counting service:

You should answer questions based on paid employment with all organizations eligible to be serviced by GuideStone as determined by GuideStone in its policies and procedures (church-related employers).

Throughout this booklet, the term "salary reduction contribution" means employee salary reduction contributions as well as Roth elective deferrals.

For more information, see GuideStone's website at www.GuideStone.org. If you have questions about anything in this worksheet, you may call GuideStone at **1-888-98-GUIDE** (1-888-984-8433) and ask to have someone from the Compliance Department return your call; fax your questions to 1-866-692-6327, Attention: Compliance Department; or email your questions to GSCompliance@GuideStone.org.

To receive a simple maximum contribution limits calculation, call **1-888-98-GUIDE** (1-888-984-8433) to discuss this information with our customer relations specialists and receive results over the phone; or

Complete this worksheet, then fax or mail the form to:

Fax this information to:

1-866-692-6327

Attention: Compliance Department

Mail to:

Compliance Department
GuideStone Financial Resources
2401 Cedar Springs Road
Dallas, TX 75201-1498

You will receive the results of your *Simple Maximum Contribution Limits* in one to two weeks.

If Simple is not an option, please call **1-888-98-GUIDE** (1-888-984-8433) and request the *Maximum Contribution Limits Worksheets*.

Simple Maximum Contribution Limits Worksheet

The *Simple Maximum Contribution Limits Worksheet* helps give GuideStone the information it needs to calculate the maximum amount you can contribute to your 403(b) retirement account at GuideStone. If you participate or plan to participate as a self-employed minister or as a chaplain working for an employer with whom you do not share common religious bonds, you will need special instructions before you can complete this worksheet. Please call GuideStone at **1-888-98-GUIDE** (1-888-984-8433) and ask to have someone from the Compliance Department return your call. You should complete the simple calculation quiz found on GuideStone's website at www.GuideStone.org prior to completing this worksheet.

A maximum contribution limits calculation is valid only if the information provided is complete and accurate.

1. PARTICIPANT INFORMATION

First name: _____ MI: _____ Last: _____ Social Security number (last four digits): _____

Home address: _____

City: _____ State: _____ ZIP Code: _____

Daytime telephone: (_____) _____ Email address: _____

Current church-related employer: _____

2. GENERAL INFORMATION

A. Tax year for calculation: _____ If no year is given, or if you enter more than one year, calculations will be based on the current year. When we use "tax year" on this form and related documents, we mean the year you chose or the year we assumed.

B. Skip this question if you already participate in a GuideStone retirement plan.

Will you be 50 or over by the end of the tax year? Yes No **If you do not check a box, we will assume your answer is "No."**

3. COMPENSATION INFORMATION

This section helps you calculate your includible compensation.

When calculating includible compensation count:

- (1) Pay from your current church-related employer;
- (2) Amounts you contribute through salary reduction (including age 50 catch-up contributions) to all 403(b) plans, 401(k) plans, 457(b) plans, 125 cafeteria plans and 132(f) transportation fringe benefit plans;
- (3) Automobile and work-related allowances except for the minister's housing allowance and
- (4) Any Social Security offset.
- (5) Pay from your church-related employer received by the later of 2 ½ months following severance from employment or the end of the year in which the severance occurs if the amounts are either (1) a payment that would have been made while employment continued (overtime, bonuses, shift differential, etc.) or (2) a payment for accrued bona fide sick, vacation or leave, but only if it could have been used if employment continued. This amount should **not** include severance pay.

Do not count: minister's housing allowance, reimbursements from your employer for business use of your automobile or other reimbursements for business expenses under an accountable reimbursement plan, employer paid retirement contributions, employer paid life and health coverage.

Be sure and include only accrued vacation and sick pay earned during the tax year.

Is your includible compensation from your church-related employer equal to or greater than \$53,000 (indexed)? Yes No

If less than \$53,000 (indexed), please provide the exact amount here: \$ _____

Continued on other side



4. EMPLOYER CONTRIBUTION INFORMATION

Calculation results may be more accurate if you provide information about how much your employer will contribute for the entire tax year. If you do not provide this information and your employer is currently making contributions for you, GuideStone will use its current billing information to estimate employer contributions for the tax year.

Note: Employer contributions include employee required salary reduction contributions. These are salary reduction contributions required as a condition of employment and made under an irrevocable salary reduction agreement. If you can stop or change your salary reduction amounts, these are not employee required salary reduction contributions.

How much does your current employer expect to contribute to your retirement account at GuideStone for the tax year? \$ _____

5. SERVICE INFORMATION

See Important Information for “**Rules Regarding Counting Service.**”

Total number of full-time years and months of paid service (or its equivalent) with all employers in the same church-related group through the end of the tax year: _____ years and _____ months

Example: If you worked full time for 20 years and half time (50%) for 10 years, your total number of full-time years and months of paid service (or its equivalent) with all employers in the same church-related group would be 25 years (for all church-related employers).

20 full-time years plus (10 years x 50%)

$20 + 5 = 25$

By providing information using this *Simple Maximum Contribution Limits Worksheet*, I agree that:

- The calculations will be based upon the data I have provided;
 - The calculations will be performed in accordance with GuideStone’s current understanding of the rules applicable to contribution limits;
 - I, as a taxpayer, bear the ultimate responsibility for complying with the tax laws concerning contribution limits;
 - GuideStone does not provide tax or legal advice nor does it guarantee the accuracy of any calculations performed;
 - If information is missing or unclear, assumptions will be made to expedite the processing of my calculation request;
 - I have answered the simple qualifier questions and am eligible for a simple calculation.
-