# Southern Baptist Churches 403(b)(9) Retirement Plan Evangelistic Associations, Vocational Evangelists, Pastoral Counselors

## **Enrollment Application**

### General directions for completing the enrollment application

- This form must be typed or completed in ink. If you make any changes to the written information, initial the changes.
- In order to make tax-sheltered contributions, you and your employer must complete a written Retirement Contribution Agreement. Do not send the Retirement Contribution Agreement to GuideStone.
- If you are a vocational evangelist employed by a church, do not complete this form.
- If you are not employed by a church and are a vocational evangelist, pastoral counselor or an employee of such ministry or association, use
  this form to enroll in the Southern Baptist Churches 403(b)(9) Retirement Plan. To make contributions to the plan, you must be currently
  employed by a Code Section 501(c)(3) organization certified as a "Church" by your state convention. Contact your state convention office
  for details.

| Participant first name:  | MI:Last:  |
|--|---|
| Social Security number:  | Birth date:/  |
| Gender: ☐ Male ☐ Female Marital status: [                          | ☐ Married ☐ Single  |
| Daytime telephone: ()  | Email address:  |
| Home address:  |   |
| City:  | State:ZIP Code:   |
| Spouse first name:   | MI:Last:  |
| Spouse Social Security number:                                     | Spouse birth date:/   |
| VOCATIONAL ASSOCIATION/MINISTRY INFORMATI                          | ON  |
| Name of vocational association/ministry:                           |   |
| Address:   |   |
| City:  | State: ZIP Code:  |
| Position:  |   |
| Most recent hire date with this employer:/                         | _/ Years in paid Southern Baptist service:                                |
| Please check appropriate box:                                      | by a vocational association $\ \square$ Maintains own vocational ministry |
| CONTRIBUTION INFORMATION   |   |
| Monthly participant contributions: Tax-sheltered:                  | \$  |
| *Tax-paid:   | \$  |
| *Roth elective deferrals:  | \$  |
| Monthly association/ministry contributions:                        | \$  |
| Total monthly billing amount:                                      | \$  |
| *If you wish to make tax-paid or Roth contributions                | s, please see your employer for availability and additional information.  |
| $\hfill \square$ I and/or my spouse have other retirement assets t | hat we would like to consider rolling over to GuideStone.                 |
| ☐ I would like to join the 1% Club and receive an ani              | nual reminder to increase my contribution in (month).                     |
|  |   |



PARTICIPANT INFORMATION



#### **CHOOSE YOUR FUNDS**

Use one of the three options below to choose your investment funds. For fund information, visit GuideStoneRetirement.org/InvestmentChoices.

| OPTION 1 — ONE-CHOICE APPROACH/GUIDESTONE TARGET DATE FUNDS  |                           |   |
|--|---------------------------|---|
| Choose the appropriate MyDestination Fund® that most closely corresponds to the year in (Not applicable if you completed Option 2 or Option 3.)                    | which you plan to retire. |   |
| ☐ MyDestination 2015 Fund  |                           |   |
| ☐ MyDestination 2025 Fund  |                           |   |
| ☐ MyDestination 2035 Fund  |                           |   |
| ☐ MyDestination 2045 Fund  |                           |   |
| ☐ MyDestination 2055 Fund  |                           |   |
| OPTION 2 — ASSET ALLOCATION APPROACH/GUIDESTONE ASSET ALLOCATION FUND  | s                         |   |
| Choose the (one) fund that best represents your investor profile.  (Not applicable if you completed Option 1 or Option 3.)   |                           |   |
| ☐ Conservative — Conservative Allocation Fund  |                           |   |
| ☐ <b>Moderately conservative</b> — Balanced Allocation Fund  |                           |   |
| Moderately aggressive — Growth Allocation Fund   |                           |   |
| ☐ <b>Aggressive</b> — Aggressive Allocation Fund   |                           |   |
| OPTION 3 — BUILD-YOUR-OWN APPROACH/GUIDESTONE SELECT FUNDS   |                           |   |
| Use Option 3 if you choose to mix your own portfolio from the <b>Select Funds</b> and/or any of the <b>(Not applicable if you completed Option 1 or Option 2.)</b> | other funds available.    |   |
| Investment fund:   | Percentage:               | % |
| Investment fund:   | Percentage:               | % |
| Investment fund:   |                           |   |
| Investment fund:   | Percentage:               | % |
|  | Total must equal 100%:    | % |

Please write in the space below for more than four fund choices.

You have the right to make plan investment elections for contributions made on your behalf to the retirement plan. GuideStone has designated a Target Date Fund to which contributions are made if you do not specify an investment. All contributions will be placed in this fund until you change your election, and you have sole responsibility for this default election.

Participants are prohibited from exchanging out of the Capital Preservation Fund to a "competing fund" without first investing in a "non-competing fund" for a period of at least 90 days. Also, simultaneous exchanges are not allowed. For more complete information, visit GuideStone.org or call 1-888-98-GUIDE (1-888-984-8433).

## NEW VOCATIONAL ASSOCIATION/MINISTRY INFORMATION (TO BE COMPLETED BY BILLING CONTACT)

| Complete if this is the first employee to enroll in the Southern Baptist Churche  | es 403(b)(9) Retirement Plan from this vocational association/ministry.  |  |
|---|--|--|
| Employer Tax ID Number:   | Employer number:   |  |
| Billing contact name:   | Contact telephone number: ()   |  |
| Contact email address:  |  |  |
| Billing address:  |  |  |
| City:   | State: ZIP Code:   |  |
| The vocational association/ministry has:  |  |  |
| Received IRS approval as a Code Section 501(c)(3) organization  | <ul> <li>Secured state convention approval that association/ministr<br/>is a "Church" within the meaning of the Southern Baptist<br/>Churches 403(b)(9) Retirement Plan</li> </ul> |  |
| Copy of IRS Code Section 501(c)(3) determination letter attached  |  |  |
| PARTICIPANT CERTIFICATION SIGNATURE   |  |  |
| I certify that: I serve as a full-time evangelist/vocational minister or cou<br>Southern Baptists. Failure to serve Southern Baptists or secure and mainta<br>in the Southern Baptist Churches 403(b)(9) Retirement Plan.   |  |  |
| I acknowledge and agree that the named association/ministry has sole<br>a "Church" or an organization controlled by or associated with a churc<br>GuideStone of any changes in facts or circumstances that could affect its | n or convention or association of churches. I will promptly notify   |  |
| I understand that my application will not be processed if I fail to attach through whom I serve.  | a copy of the IRS determination letter for the association/ministry  |  |
| Signature:  | Date:/   |  |
| Return your completed form to: Retirement Operations  |  |  |
| GuideStone Financial Resources, SBC   |  |  |
| 5005 LBJ Freeway, Ste. 2200   |  |  |
| D II TV 75044 0450  |  |  |

Dallas, TX 75244-6152

Or you may fax your form to: 1-866-692-6327

#### Vocational association/ministry information

If you are employed by your own vocational association/ministry and wish to participate in the Southern Baptist Churches 403(b)(9) Retirement Plan, you and your association/ministry must meet three sets of requirements.

These include:

- (1) Legal requirements,
- (2) Plan requirements and
- (3) State convention requirements.

What legal requirements must a vocational association/ministry meet?

- A vocational association/ministry must be an organization exempt from tax under Section 501(c)(3) of the Internal Revenue Code ("501(c)(3)").
- The Southern Baptist Churches 403(b)(9) Retirement Plan is a Code Section 403(b) plan. The *Internal Revenue Code* limits participation in Code Section 403(b) plans to employees of 501(c)(3) organizations (as well as employees of certain educational organizations and government employees). Section 501(c)(3) status is a basic, preliminary legal requirement.
- Persons who work for a vocational association/ministry may only participate in a Code Section 403(b) plan such as the Southern Baptist Churches 403(b)(9) Retirement Plan if the vocational association/ministry has 501(c)(3) exempt status. You must attach a copy of the determination letter to the application. Failure to provide this documentation will result in rejection of this application.
- IRS Publication 557 discusses the rules and procedures for an organization to obtain 501(c)(3) exempt status. Legally, an organization does
  not have to be incorporated to fit within 501(c)(3). However, the state convention may require a vocational evangelistic association/ministry
  to be incorporated.
- A church, its integrated auxiliaries and a convention or association/ministry of churches are not required to file Form 1023 (Application for Recognition of Exemption) with the IRS to be exempt from federal income taxes or to receive tax-deductible contributions. However, a vocational association/ministry will be required to file this form and submit the required information to achieve 501(c)(3) exempt status.

What plan requirements must a vocational evangelistic association/ministry meet?

- The vocational evangelistic association/ministry must be a "Church." It must also be an "Eligible Church" to receive state convention contributions.
- A person who is in service with a "Church" is eligible to participate in the Southern Baptist Churches 403(b)(9) Retirement Plan.
- · The term "Church" means an organization that meets all of the following requirements:
  - (1) The organization must be a Southern Baptist organization.
  - (2) The organization must be regarded as a "Church" by the state convention.
  - (3) The organization must be a 501(c)(3) organization.
  - (4) The organization must be a qualified church-controlled organization ("QCCO").

What state convention requirements must a vocational association/ministry meet?

- A vocational association/ministry must meet state convention requirements for a "Church." It must also meet state convention requirements for an "Eligible Church" to get state convention contributions.
- The state convention sets the requirements for an organization to achieve "Church" or "Eligible Church" status under the Southern Baptist Churches 403(b)(9) Retirement Plan. The state convention is responsible for monitoring whatever special requirements it imposes. For example, the state convention may require a vocational association/ministry be incorporated (even though this is not "legally" required) to be treated as an "Eligible Church." The state convention is responsible for monitoring this requirement.