



## Acknowledgment of receipt of Adventist Retirement Plan (ARP) Information

<b>Adventist Retirement Plan (ARP) for Eligible Employees</b>  <b>Plan administrator</b> <b>NAD Adventist Retirement Plan Office</b>  <b>Plan record keeper</b> <b>Empower Retirement</b>	<b>Employer (AU) Basic:</b> Andrew University (AU) will contribute 5% (of your applicable income) towards your ARP each pay period.*  <b>Employee Voluntary:</b> 3% of applicable income auto-enrolled for new hires to the Plan**  <b>Employer (AU) Matching:</b> 100% of Employee Voluntary Contribution, up to 3% of applicable income.*  <b>Auto-Escalation:</b> Your Employee Voluntary contribution will be increased 1% each July 1, until contribution equals 15% or more***
	*Employer contributions do not apply to employees under age 20 per IRS restrictions  ** <b>Auto-Enroll:</b> if previously eligible for ARP, whether through AU or another church employer, your auto-enrollment will be your most recent election. <b>If you want to make a change to your election</b> (different % from your auto-enroll), <b>you must do so on the Empower website within 90 days</b> of your hire date to receive a refund of the difference (and a 1099R). <i>After 90 days, you may still make a change, but no refund will be issued.</i>  *** <b>Auto-Escalation:</b> You may change your election, after the auto-escalation is applied, on the Empower website each year. Yearly escalation will continue until your pre-tax election is 15% or more.  <b>Initial Access to Empower:</b> As a new employee, it may take up to 2 weeks after your first pay (not hire date) to be established on the Empower site.
	<b>Teachers at AA/RMES (10mo/FT)</b>  <b>Employer Basic:</b> 5.43%  <b>Employee Voluntary:</b> 3.26% auto-enrolled  <b>Employer Match:</b> 100% of Employee Voluntary, up to 3.26% of applicable income

Further information regarding ARP will be provided:

- At the benefits orientation (email invitation will be sent during the first few weeks of hire)
- In the Andrews University Retirement Contribution Eligibility Notice (sent via email—which will include your auto-enroll/current election and the Empower website.)

**I acknowledge that I will be automatically enrolled in the employee voluntary contribution, with the ability to make a change to this election, as outlined above, and that auto-escalation rules are in effect for this plan and will be applied each July.**

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
AU Employee ID

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date