Retirement Savings Plan
of the Presbyterian Church (U.S.A.)
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If a discrepancy exists between this booklet and the official Retirement Savings Plan document, the official plan document governs. For copies of the official plan document, call the Board of Pensions at 800-773-7752 (800-PRESPLAN) and speak to a service representative. The document is also posted on the Board’s website, pensions.org.
**Important Notice Concerning Eligibility for the Retirement Savings Plan**

Employers affiliated with the Presbyterian Church (U.S.A.) may offer the Retirement Savings Plan, a 403(b)(9) defined contribution plan, to all of their employees. An employer may offer its employees participation in the Retirement Savings Plan even if they are not offered the other programs of the Benefits Plan of the Presbyterian Church (U.S.A.). To enroll employees, an employer must agree to comply with the terms and conditions of the Retirement Savings Plan document, and certain legal requirements for employers sponsoring a 403(b)(9) program, by completing a Retirement Savings Plan of the Presbyterian Church (U.S.A.) Adoption Agreement on Benefits Connect as part of the online Employer Agreement process. **Employees working for an employer located in Puerto Rico are not eligible to participate in the Retirement Savings Plan.**

If your employer offers the Retirement Savings Plan to you as an employee, this booklet describes the coverage rules and benefits of participating in it. If your employer does not offer the Retirement Savings Plan, ask your employer to obtain the Retirement Savings Plan Reference Guide for Treasurers and Business Administrators by calling the Board of Pensions at 800-773-7752 (800-PRESPLAN) and speaking with a service representative. The guide is also posted on pensions.org.

To determine if you are eligible, please see Eligibility and Enrollment on page 2.
The Retirement Savings Plan of the Presbyterian Church (U.S.A.) (the RSP) is a church retirement income account plan under Section 403(b)(9) of the Internal Revenue Code, administered by Fidelity Investments (Fidelity). Designed to help you fund your retirement, the RSP offers you an easy, convenient way to build savings for your long-term goals. Saving for retirement on a tax-advantaged basis through the RSP can help provide a foundation for a more secure financial future.

Here are some highlights of the RSP:

**Your Contributions** – When you begin participating in the RSP, you choose the dollar or percentage amount per pay period you want to contribute and agree to have your employer deduct contributions from your pay on a pretax or Roth (after-tax) basis. Pretax contributions are deducted before federal and, in most cases, state and local taxes are withheld, lowering the taxes you pay now. Roth (after-tax) contributions are subject to taxes now, and if you meet certain requirements, you may receive them tax-free when you withdraw them later. You (or your beneficiaries) won’t pay taxes on Roth earnings as long as you are at least age 59½ (or die, or become disabled) and your withdrawal satisfies the five-year Roth holding requirement.

**Employer’s Contributions** – Your employer, at its discretion, may contribute on your behalf to your account. These contributions may be in the form of a contribution matching a contribution you make to the RSP (a “matching contribution”), or, in some cases, you may not be required to contribute to receive your employer’s contribution (a “non-contingent contribution”).

**Vesting** – Your contributions, your employer’s contributions, if any, and the results of any investment gains in your account are immediately 100 percent vested (non-forfeitable). This means that you own the funds in your RSP account.

**Tax Advantages** – Your pretax savings grow on a tax-deferred basis — you do not pay taxes on any contributions or earnings until you receive a distribution from the RSP. Your Roth deferrals are made on an after-tax basis and will be distributed tax-free as long as you satisfy the five-year Roth holding requirement and you are at least age 59½ (or die, or become disabled).

**Investments** – You have the flexibility to choose how to invest your savings from among the investment options designated by The Board of Pensions of the Presbyterian Church (U.S.A.) (the Board) and offered through Fidelity.

**Access** – As an active employee, you may only withdraw funds from your account under limited circumstances; however, once you retire, reach age 59½, become disabled, or terminate eligible employment, you may withdraw all or part of your account balance. In the event of your death, your designated beneficiaries may withdraw all or part of your account balance.

A 403(b) plan is a defined contribution plan for employees of certain tax-exempt organizations or public schools. The Retirement Savings Plan of the Presbyterian Church (U.S.A.) (RSP) is a 403(b)(9) plan. The “(9)” indicates that it is a church retirement income account.

If you are a participant in the Retirement Savings Plan of the Presbyterian Church (U.S.A.), (RSP) and have questions about your account, log on to Fidelity NetBenefits® at fidelity.com/atwork or call Fidelity at 800-343-0860 to speak with a customer service associate (reference plan #57887).
Eligibility and Enrollment

The RSP is a 403(b)(9) plan that allows for tax-advantaged savings. The federal government encourages saving for retirement by offering favorable tax treatment to those who participate in a 403(b)(9) plan.

When you save on a pretax basis, you reduce the amount of money reported for federal and, in most cases, state income taxes. Your contributions, your employer’s contributions to your account, if any, and the results of any investment gains in your account are not subject to federal income tax until you withdraw them from your RSP account.

When you save using the Roth after-tax option, salary deferrals are made on an after-tax basis — so you pay taxes on those salary deferrals in the year in which they are contributed to the RSP. You (or your beneficiaries) can receive distributions of Roth accounts (and associated earnings) tax-free if you are age 59½ or older (or die or become disabled) and your withdrawal satisfies the five-year Roth holding requirement.

See the Pretax or Roth? box for an example of how saving on a tax-deferred basis can impact your current take-home pay. It is important that you carefully weigh — with a professional tax adviser — the advantages or disadvantages of investing pretax or after-tax. It is especially important for clergy to review these options with a professional tax adviser.

ELIGIBILITY
You may participate in the RSP if you are employed by any of the following eligible employers:

- the Presbyterian Church (U.S.A.)
- any board, agency, or other employer under the jurisdiction of or associated with the Church
- the employer of a minister of the Word and Sacrament serving in a validated ministry
- qualified church-controlled organizations or non-qualified church-controlled organizations that meet certain qualifications

Your employer may establish criteria that determine eligibility to participate in the RSP. Eligibility restrictions imposed by your employer are included in your employer’s Retirement Savings Plan of the Presbyterian Church (U.S.A.) Adoption Agreement. If you have questions about your eligibility, please call the Board at 800-773-7752 (800-PRESPLAN) to speak with a service representative.
ENROLLMENT
Once you determine you are eligible, you can enroll in the RSP by completing the RSP Salary Deferral Agreement (ORS-001), (or other salary deferral agreement with your employer) and the Fidelity Investments Enrollment Form and returning them to your employer.
You can obtain these forms by
• visiting pensions.org;
• calling Fidelity, the plan’s record keeper, at 800-343-0860 and speaking with a customer service associate (reference plan # 57887); or
• calling the Board at 800-773-7752 (800-PRESPLAN) and speaking with a service representative.

Your enrollment will be effective after both the Board and Fidelity receive and execute the appropriate, completed forms. When you enroll in the RSP, Fidelity establishes an account in your name.

Beneficiary Designation
When you enroll, it is important to designate one or more beneficiaries for your RSP account. A beneficiary is any person, institution, company, trustee, or estate you designate to receive payment of the money in your account in the event of your death. Designating one or more beneficiaries helps ensure that the funds in your account are distributed according to your directions in the event of your death. If you designate someone other than your spouse as your primary beneficiary, you will need to obtain the written consent of your spouse on the form.

To designate or change your beneficiary at any time after you are enrolled, log on to Fidelity NetBenefits® at fidelity.com/atwork or contact Fidelity at 800-343-0860.

If your beneficiary designation is not valid, the plan provides for the distribution of your account in the following order of priority: First, to the participant’s surviving spouse, if any; second, to the participant’s surviving children, if any, in equal shares; and third, to the participant’s estate.
Pretax or Roth?
By saving on a pretax basis through the RSP, you reduce your current taxable income and, therefore, the amount of taxes you pay on it while you save for retirement. For example, if you annually earn $42,000 and contribute $200 a month to the RSP on a pretax basis (or $2,400 a year), your taxable income is $39,600. Based on a federal tax rate of 15%, you might pay $360 less in federal taxes during the year in which the pretax salary deferrals are made, and those salary deferrals (and the earnings on those salary deferrals) will be taxed at distribution. When saving on a Roth after-tax basis, salary deferrals and the earnings associated with them are tax-free upon withdrawal if you are age 59½ or older (or you die or become disabled) and your withdrawal satisfies the five-year Roth holding requirement. This may be important if you believe you may be in another tax bracket in the future. So, you can postpone paying taxes until later with pretax contributions, or pay taxes now and potentially receive tax-free distributions later with Roth (after-tax) salary deferrals.

Contributions to your RSP account can come from
- your own pretax and/or Roth (after-tax) salary deferrals;
- any employer contributions (at its discretion);
- rollovers from another 403(b), 401(k), or 401(a) plan, or an IRA in some cases; and
- transfers from other eligible 403(b) plans, subject to approval by the Board.

Annual contributions you make and those your employer makes, if any, to the RSP may not exceed contribution limits under Sections 415 and 402(g) of the Internal Revenue Code. You can find these limits in Publication 571 on the Internal Revenue Service (IRS) website, irs.gov, or in the Retirement Savings Plan Benefits Overview which the Board publishes annually, on pensions.org.

EMPLOYER CONTRIBUTIONS
Your employer may contribute to the RSP on your behalf, even if you do not contribute. Employer contributions are subject to IRS limits, which are listed in Publication 571 on irs.gov and in the Retirement Savings Plan Benefits Overview on pensions.org. The RSP also allows your employer to elect, in its sole discretion, to make employer contributions on your behalf for a period of five years after your termination of employment, including during retirement.

EMPLOYER AND EMPLOYEE COMBINED LIMIT
The total employer and employee contribution limit for the RSP and any other 403(b) plan in which you participate is the lesser of the set maximum dollar amount designated by the IRS, subject to change each year, or 100 percent of an employee’s taxable compensation (i.e., cash salary only; housing allowances may not be considered). Age-based catch-up contributions are not included in this maximum contribution limit. See Appendix for examples.

Contributions
To roll over funds to the RSP, call Fidelity at 800-343-0860 and speak with a customer service associate to request a Transfer/Rollover/Exchange form (reference plan # 57887). Complete and return the form to the Board to process.

EMPLOYEE CONTRIBUTIONS
In general, you may make RSP contributions up to a set maximum dollar amount annually, designated by the IRS and subject to change each year, but not more than your earned, taxable income (i.e., not including your housing allowance). You can find the current contribution limit in Publication 571 on irs.gov or in the Retirement Savings Plan Benefits Overview on pensions.org. This limit applies to your total salary deferrals to all 403(b) plans during the calendar year, including pretax and Roth (after-tax) salary deferrals. Special rules exist that, in some instances, may allow for a larger annual contribution (see Catch-Up Contributions).
CATCH-UP CONTRIBUTIONS
Eligible participants may contribute additional funds (catch-up contributions) above the maximum allowable amounts to their RSP accounts so they can save a greater amount on a tax-advantaged basis as they build savings for retirement.

Participants age 50 years or older may contribute up to an additional maximum amount, designated by the IRS and subject to annual change, if they have contributed the maximum allowable amount to the RSP and other defined contribution plans.

In addition, eligible long-service RSP participants who have at least 15 years of service with PC(USA) churches and affiliated employers may contribute an additional amount. For more information, see Publication 571 on irs.gov or call Fidelity at 800-343-0860 to speak with a customer service associate (reference plan # 57887).

ROLLOVERS AND TRANSFERS
As a participant in the RSP, you are permitted to roll over your account balance from another 403(b), 401(k), 401(a), or a governmental 457(b) plan into the RSP. The Board may also, at its discretion, allow in-service plan-to-plan transfers into the RSP, if the transferring plan provides for the direct transfer of full or partial accounts in cash and provides any required certifications.

For more information on initiating a rollover or transfer from another retirement savings plan to the RSP, call Fidelity at 800-343-0860 to speak to a customer service associate (reference plan # 57887). The Board recommends you meet with a professional tax or financial adviser to carefully consider the impact of making a rollover contribution, as it can affect your eligibility for future special tax treatments.

VESTING
You are always 100 percent vested in all contributions and earnings in your account. This means that you always own the funds in your RSP account, including employer contributions and employer matching contributions.

SOCIAL SECURITY TAXES
If you are a minister of the Word and Sacrament, your pretax contributions to the RSP are not subject to Self-Employment Contributions Act (SECA) taxes. This means that you exclude the amount you contribute to the RSP from earnings reported for Social Security taxes. Keep in mind that this may also reduce benefits you receive in the future from the Social Security Administration. Roth (after-tax) contributions are subject to SECA taxes.

Other employee contributions are subject to Federal Insurance Contributions Act (FICA) taxes.

SAVERS CREDIT
Federal law offers participants additional incentives to contribute to the RSP by providing tax credits to lower compensated participants. You may be eligible for a Savers Credit for your contributions to the RSP. The credit is not available to taxpayers with adjusted gross income (AGI) of more than the amounts designated by the IRS for single taxpayers and joint filers. See Appendix for an example.

For more information about the Savers Credit, the current AGI limits, and the credit amount for which you may be eligible, visit the IRS website at irs.gov or call Fidelity at 800-343-0860 and speak with a customer service associate (reference plan # 57887).

WORKING BEYOND AGE 65
If you work beyond age 65, you and/or your employer may continue to contribute to your RSP account, and any money in your account continues to share in the investment experience of the funds in which your account is invested. If you are still in active service at age 70½, the minimum distribution requirement is deferred until you retire. See Distributions for information on distributions after retirement.
The RSP offers you funds with various investment objectives and strategies that you can use alone or in combination to meet your retirement objectives. Fidelity provides the record-keeping services and access to the investment funds for the RSP. There are many investment options, each with a different investment risk and return profile. The options include two proprietary funds that follow the socially responsible investment guidelines of the PC(USA) and a fossil fuel-free global environmental fund. Fidelity has information that explains the investment objective, strategy, and historical performance of each of the funds. Each choice is subject to the risks associated with investing and not guaranteed to preserve your principal or earnings. The Board recommends you meet with a tax or financial adviser when determining the best investment strategy for you.

INVESTMENT OPTIONS
When you enroll in the RSP, you need to select one or more investment options for your contributions. The plan currently permits you to choose from the following investment options*:

- PC(USA) Socially Responsible Balanced Fund
- PC(USA) Socially Responsible U.S. Equity Fund
- Pax Global Environmental Markets Fund — Institutional Class
- Fidelity® Diversified International Fund — Class K
- Fidelity® Growth Company Fund — Class K
- Fidelity® Institutional Money Market Government Portfolio — Institutional Class
- Fidelity® Real Estate Investment Portfolio
- Royce Opportunity Fund — Institutional Class
- Fidelity® 500 Index Fund — Institutional Class
- Fidelity® Extended Market Index Fund — Fidelity Premium Class
- Fidelity® U.S. Bond Index Fund — Institutional Class
- T. Rowe Price Equity Income Fund
- Fidelity Freedom® Index Funds — Class W

* To confirm the current investment options, call Fidelity at 800-343-0860 to speak with a customer service associate (reference plan # 57887).

DAILY INVESTMENT
On a daily basis, Fidelity invests all incoming contributions, including your contributions, employer contributions, and rollover assets. At the next available market close, your contributions will be invested in the options you have designated. Should such circumstance occur that Fidelity receives a contribution without an investment election, the contribution will be invested in an age-appropriate Fidelity Freedom Fund.
INVESTMENT ALLOCATION
You can allocate your contributions to different investment options in 1 percent increments. When you first enroll in the RSP, use the Fidelity Investments Enrollment form to allocate your contributions. Ongoing, as a plan participant, you may change the allocation of your future contributions (in 1 percent increments) as often as you wish by logging on to fidelity.com/atwork or calling Fidelity at 800-343-0860 and speaking with a customer service associate (reference plan # 57887).

Fidelity automatically reinvests all dividends, capital gains distributions, and other earnings in the fund that generated them.

Exchanges between Funds
You may exchange funds from one investment fund to another one under the RSP. Some Fidelity fund options may contain a short-term trading fee for investments held less than the specified time. These fees are assessed by Fidelity and go directly to the particular fund to offset the trading costs incurred for short-term entry to and exit from the fund. Please review Fidelity’s prospectus information for each Fidelity fund option with respect to fees. There are no trading fees on the PC(USA) Socially Responsible Balanced Fund and the PC(USA) Socially Responsible U.S. Equity Fund.

Although exchanges generally are not limited, the Board reserves the right to limit exchange privileges to an individual participant if activity is deemed to be excessive and detrimental to the management of the RSP.

MANAGED ACCOUNTS
The managed accounts feature of the RSP may be appropriate if your financial situation is somewhat complex, or if you seek an investment strategy tailored to your specific situation and risk tolerance. Through Fidelity Portfolio Advisory Service at Work (PAS-W) a team of Fidelity professionals will work with you to create a portfolio aligned with your unique financial situation and goals. Fidelity’s professional managers consider all your accounts, including any pension, annuity, or Social Security benefits you expect to receive in the future, as well as your salary, your feelings about risk, and your overall financial situation. Managed accounts through PAS-W is an optional, fee-based service.

BROKERAGE WINDOW
The RSP offers a brokerage window — Fidelity BrokerageLink — which allows you to select from thousands of mutual funds beyond the investment options offered through the RSP. You can direct future contributions and/or transfer a portion of your existing RSP account to BrokerageLink. The brokerage window is typically used by individuals who are comfortable making investment decisions and can dedicate more time to managing their investments. It is recommended that you do not attempt to purchase any of the investment options available in the RSP through BrokerageLink as they may be subject to higher investment management fees and/or other transaction fees. This is an optional feature; transactional and related fees may apply and are subject to change.
The objective of the RSP is to provide a vehicle to save money for retirement. Tax laws restrict distributions and withdrawals from RSP accounts. Funds may be withdrawn from your account only when you

- retire (at age 55 or older);
- reach age 59½;
- become disabled;
- enter military service;
- terminate eligible church employment; or
- die.

In addition to the above restrictions, in order for Roth earnings to be withdrawn tax-free, your withdrawal must satisfy the five-year Roth holding requirement.

In certain situations, you may be permitted to borrow funds from your RSP account (see Loans). Participants experiencing serious financial hardship may seek permission from the Board to withdraw funds from their own voluntary contributions to the plan. Investment earnings and employer contributions are not available for hardship withdrawals which may be subject to a 10 percent penalty tax for early withdrawal in addition to normal income taxes. (see Hardship Withdrawals).

However, upon approval by the Board, certain employer contributions may be withdrawn by a minister of the Word and Sacrament or a commissioned lay pastor for the purchase of a home as a manse equity withdrawal.

For participants who are ministers, the Board annually designates entire distributions from the RSP as housing allowances, if used by ministers for housing, subject to a cap at the fair rental value of the housing. Under Section 107 of the Internal Revenue Code, such distributions are not subject to federal income tax and may not be subject to state income tax. When requesting a distribution from Fidelity, a participant who is a minister must advise Fidelity that the distribution will be used for housing expenses by a minister and should be designated as housing allowance on income tax statements.

**TAX TREATMENT**

Distributions of pretax salary deferrals and employer contributions and earnings associated with those amounts from the RSP are subject to income tax. Withdrawals taken prior to age 59½ may be subject to a 10 percent penalty tax, in addition to normal income tax. Roth salary deferrals and their earnings are not taxable at distribution as long as your withdrawal satisfies the five-year Roth holding requirement and you are age 59½ or older or die or become disabled.

To request a distribution, call Fidelity at 800-343-0860 to speak with a customer service associate (reference plan # 57887). Fees are not assessed for the distribution of funds.

**RETIREMENT**

When you retire (at age 55 or older), you may withdraw some or all of your funds from, or leave them in, your RSP account. If you leave your funds in the RSP, your account will continue to be subject to the investment experience of the fund options you have selected in the RSP. Once you have retired, you must start to take the minimum required distribution no later than April 1 following the calendar year in which you reach age 70½. For more information regarding minimum required distributions, log on to fidelity.com/atwork or call Fidelity at 800-343-0860 to speak with a customer service associate (reference plan # 57887).
AT AGE 59½
When you are at least age 59½, you may withdraw funds from your RSP account without being subject to the 10 percent penalty tax. Distributions of pretax salary deferrals and employer contributions are subject to income tax; distributions of Roth (after-tax) deferrals are not subject to income tax, as long as your withdrawal satisfies the five-year Roth holding requirement and you are at least age 59½, die, or become disabled. If you receive a distribution of Roth Accounts and do not meet these requirements, the earnings on Roth funds will be subject to income tax and may be subject to the 10 percent penalty tax.

DISABILITY
You can request distributions from your RSP account as of the date the Board determines that you are disabled, pursuant to the terms of the plan. If your disability satisfies certain IRS regulations, the IRS may waive the 10 percent early withdrawal penalty tax. Please check with a qualified tax adviser to determine if the penalty tax applies in your situation.

If you leave your funds in your RSP account, the funds remain in the account in your name and continue to share in the investment experience of the fund options you have selected in the RSP.

No additional contributions can be made during the period you are deemed disabled.

MILITARY
The RSP is subject to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and the Heroes Earnings Assistance and Relief Tax Act (HEART Act). These are federal laws that provide benefit protection for employees who leave active employment for military service. You may be able to withdraw your funds from your RSP account if you enter into active military service. If you perform active-duty services for a period of more than 30 days, you are treated as having terminated employment for RSP distribution purposes and may request a distribution from your RSP account. If you take such a distribution, you cannot make contributions to your RSP account for a period of six months. If your deployment is 180 days or longer, you may take a penalty-free distribution from your own contributions within your RSP account and elect to repay such distribution to a traditional IRA at any time during the two-year period after the end of your active duty tour.

TERMINATION
You may withdraw your funds from your RSP account when you terminate all eligible church employment. The transfer of employment from one eligible church employer to another is not considered a termination of eligible church employment that would permit a plan distribution. If you receive funds from your RSP account upon termination, but before age 59½, the funds may be subject to the early withdrawal penalty tax in addition to normal tax liability.

If you terminate employment and your RSP account totals less than $1,000, the Board may automatically distribute such amount to you without your consent. You will be given the opportunity to roll over the funds in this account into another retirement account and avoid taxation.

If you leave your funds in your RSP account after you leave eligible service, the funds remain in the account in your name and continue to share in the investment experience of the fund options you have selected in the RSP. If you change your address, please remember to notify the Board by calling 800-773-7752 (800-PRESPLAN) and speaking with a service representative.
PARTICIPANT’S DEATH
If you have not received your entire balance from your RSP account upon your death, your designated beneficiaries receive the balance.

If you do not name a beneficiary or your beneficiary is not living when you die, benefits are distributed in this order to your
- surviving spouse (subject to any state regulations, as applicable);
- surviving children in equal shares;
- estate, if no spouse or children survive you.

As a result of a participant’s death, a beneficiary may be allowed to roll over any distribution from the RSP into an inherited IRA (or an inherited Roth IRA). Amounts which are rolled over are generally not subject to income taxes. A surviving spouse has additional distribution and rollover options.

LOANS
The loan provision allows you to borrow from your RSP account balance. Loans are limited to the lesser of 50 percent of your account balance or $50,000, minus your highest loan balance in the past 12 months. You must repay a loan with interest within five years and only one outstanding loan is permitted at a time. If the loan will be used to buy a primary residence, the repayment period may extend to 15 years. A loan from the RSP means that you are borrowing funds from your account that you will pay back to yourself with interest. Before you take a loan, it’s important to consider all the potential costs and ramifications of doing so, including loan fees and the loss of compound earnings on the outstanding loan amount.

HARDSHIP WITHDRAWALS
Withdrawal of funds from your account before retirement, age 59½, disability, military service, termination of eligible church service, or death is only permitted in certain cases of serious financial hardship. The Board is prohibited by law from permitting premature withdrawals unless a participant can establish an immediate and significant financial need that cannot be met from any other source. Hardship withdrawals of pretax funds and earnings from Roth funds may be subject to a 10 percent penalty tax for early withdrawal in addition to normal income taxes.

Hardship withdrawals are generally permitted for you to
- purchase a primary residence;
- cover expenses to prevent your eviction or foreclosure;
- pay for funeral expenses for your deceased parent, spouse, child, dependent, or designated primary beneficiary;
- pay for post-high school education expenses for you, your spouse, children, dependents, or designated primary beneficiary; or
- cover unreimbursed healthcare expenses for you, your spouse, dependents, or designated primary beneficiary.

Other hardships of a participant will be considered by the Board. In order to satisfy a financial hardship, participants may only withdraw elective employee contributions.

Employer contributions and earnings on your account are not eligible for hardship withdrawals, unless you are a minister of the Word and Sacrament making the withdrawal for the purchase of a primary residence. This would be considered a manse equity withdrawal, for which you would apply directly to Fidelity.

For specific advice based on your personal circumstances, you should consult a qualified tax or financial adviser. If you need to apply for a hardship withdrawal, call Fidelity at 800-343-0860 and speak with a customer service associate (reference plan # 57887) to start the process.

The Board must review your complete documentation and approve your request before your funds can be distributed. You will not be able to make contributions to the RSP for six months following a hardship withdrawal.

ROLLOVERS
A rollover distribution is a request to transfer funds in your RSP account to another 403(b), 401(k), or certain pension plans, or an IRA. You also may roll over your plan account to a Roth IRA. Rollovers are limited by the tax laws.
A rollover is only allowed if you
• retire (after age 55);
• reach age 59½;
• become disabled;
• enter into the military;
• terminate eligible church employment; or
• die.

The pretax portion of your rollover distribution is tax free if it moves directly from the RSP into a pretax account within your designated 403(b), 401(k), certain pension plans, or IRA. Rollovers of Roth funds into the Roth portion of your designated 403(b), 401(k), or your Roth IRA are also not subject to federal income tax. A rollover of pretax funds into a designated Roth account within a 403(b), 401(k), or Roth IRA is subject to federal income tax.

If you elect to roll over the pretax portion of your account to a Roth IRA, your account will be taxable in the year in which it is contributed to the Roth IRA. You may enter into a voluntary tax withholding agreement with Fidelity. You will be responsible for reporting and recognizing applicable taxable income associated with a rollover into a Roth IRA.

If you want to initiate a rollover of funds in your account, call Fidelity at 800-343-0860 and speak with a customer service associate (reference plan # 57887) to request a Rollover form. Rollovers of full or partial account balances are permitted.

IN-SERVICE WITHDRAWALS
You cannot withdraw funds while still employed in eligible church service unless you
• have reached age 59½;
• are eligible for a hardship withdrawal;
• enter into military service; or
• are a minister of the Word and Sacrament withdrawing employer contributions to purchase a home.

In order for Roth earnings to be withdrawn tax-free, the withdrawal must satisfy the Roth five-year holding requirement and the requirement that you are at least age 59½, deceased, or disabled at the time of distribution.

HOW TO APPLY FOR DISTRIBUTIONS
To initiate a distribution from your RSP account, you (or your beneficiary, if applicable) must call Fidelity at 800-343-0860 to speak with a customer service associate (reference plan # 57887).

Types of Distributions
Several types of distributions are possible:

• A single sum paid directly to you: Generally, if you elect a single-sum payment of your account balance, a 20 percent federal income tax withholding applies on (1) any pretax funds, and (2) any earnings on Roth funds that do not satisfy the five-year Roth holding requirement and the requirement that you are at least age 59½, deceased, or disabled at the time of distribution.

• A partial payment paid directly to you: Generally, if you elect partial payment of your account balance, a 20 percent federal income tax withholding applies on (1) any pretax funds, and (2) any earnings on Roth funds that do not satisfy the five-year Roth holding requirement and the requirement that you are at least age 59½, deceased, or disabled at the time of distribution.

• Rollover of your account balance to another 403(b), 401(k), or certain pension plans, or a traditional or Roth IRA: If you perform a direct rollover of any portion of your RSP balance to another plan or IRA, federal income tax is not withheld. If you perform a direct rollover of any pretax funds or employer contributions into a Roth IRA, you may enter into a voluntary tax withholding agreement with Fidelity.

• Systematic Withdrawal Plan: You may direct Fidelity to send you a set dollar amount every month. This continues until either you direct Fidelity otherwise or your account has a zero balance. The 20 percent federal income tax withholding applies on (1) pretax funds, and (2) any earnings on Roth funds that do not satisfy the five-year Roth holding requirement and the requirement that you are at least age 59½, deceased, or disabled at the time of distribution. Please call Fidelity at 800-343-0860 to speak with a customer service associate (reference plan # 57887) for more details.
Your Account

DETERMINING YOUR ACCOUNT VALUE
The value of your account depends on
• the amount of contributions going into your account;
• any investment gains or losses (varies by fund); and
• any withdrawals.

MANAGING YOUR ACCOUNT
For current information about your investments and account activity or information regarding Fidelity funds, log on to Fidelity NetBenefits® through Benefits Connect or through fidelity.com/atwork to create or access your account online. You can also call Fidelity at 800-343-0860 to speak with a customer service associate (reference plan # 57887).

QUARTERLY ACCOUNT STATEMENTS
As an active participant in the RSP, you may access your quarterly account statement on NetBenefits® (fidelity.com/atwork) about three weeks after the end of each quarter. The statement shows your account balance from the previous quarter, transactions, investment earnings/losses, recent contribution history, and the closing value of your account. You can use the account statement to determine whether your financial choices still reflect your personal financial objectives. Please check your statement carefully. You must report any discrepancies or concerns to Fidelity within 90 days of the statement date. Please call Fidelity at 800-343-0860 to speak with a customer service associate (reference plan # 57887) if you want to receive paper statements, have questions about your statement, or if you prefer to receive all communications from Fidelity electronically.

FEES AND EXPENSES
Your RSP account may be subject to the following types of fees and expenses:
• asset-based fees
• plan administrative fees and expenses
• individual fees and expenses

For further information on specific fees, please call Fidelity at 800-343-0860 to speak with a customer service associate (reference plan # 57887).
Asset-Based and Other Investment-Related Fees

Asset-based fees reflect an investment option’s total annual operating expenses and include management and other fees. They are often the largest component of retirement plan costs and are paid by all shareholders of the investment option. Typically, asset-based fees are reflected as a percentage of assets invested in the option and often are referred to as an “expense ratio.” You can multiply the expense ratio by your balance in the investment option to estimate the annual expenses associated with your holdings.

Asset-based fees are deducted from an investment option’s assets, thereby reducing its investment return. Fee levels can vary widely among investment options, depending in part on the type of investment option, its management (including whether it is active or passive), and the risks and complexities of the option’s strategy. There is not necessarily a correlation between fees and investment performance, and fees are just one component to consider when determining which investment options are right for you.

Also, please note that you may incur short-term redemption fees, commissions, and similar expenses in connection with transactions associated with the investment options of the RSP.

Individual Fees and Expenses

There may be individual fees and expenses charged for a service or transaction that you have requested. The fee(s) will be deducted from your account based on the Fidelity fee schedule at the time of the service. (For example, Fidelity may charge an overnight mailing fee of $25 if you request expedited service for a distribution.)

CHANGING YOUR EMPLOYER OR CHURCH LOCATION

If you change your employer or church location and want to continue contributing to your RSP account, and if your new employer agrees, you and your new employer must complete a Salary Deferral Agreement form. Your previous employer stops sending contributions to Fidelity on your behalf.

If your new church or employer is not currently contributing to the RSP for any other participant, the employer must complete a Retirement Savings Plan of the Presbyterian Church (U.S.A.) Adoption Agreement as part of the online Employer Agreement on Benefits Connect. The employer also must complete and submit to Fidelity an Initial Contribution Remittance Form, available on the Retirement Savings Plan page of pensions.org or by calling the Fidelity Investments Treasurer Assistance Line at 800-917-4369 (reference plan #57887). Fidelity sends future invoices to your new church or employer after receiving your first contribution.

Plan Administrative Fees and Expenses

The annual recordkeeping fee ($15 per year in 2018) for the RSP is intended to cover certain administrative costs of the RSP for legal, accounting, trustee, recordkeeping, and other administrative expense. The fee is automatically deducted quarterly from your account and reported on your account statement.
If you disagree with a Board decision regarding the administration of your RSP account, you can appeal that decision.

If the Board denies or reduces your benefits in whole, or in part, you receive a written notice. The notice includes
- the specific reasons for the denial or reduction;
- a request for any additional information needed to reconsider;
- an explanation of the appeals procedure.

If you disagree with the decision, you may appeal in writing within 180 days after receiving the notice of denial.

In your written appeal, include your reasons for appealing and any additional information to support the appeal. Submit your appeal to

The Board of Pensions of the Presbyterian Church (U.S.A.)
Member Services
2000 Market Street
Philadelphia, PA 19103-3298

Once the Board receives your appeal, it is subject to a three-level process. At the first level, you receive a written response from the Pension Services team within 30 days. If the response is delayed, you receive a letter stating the reasons for the delay and when you are to receive a response.

If you are dissatisfied with the response from this first-level appeal, you may send a written request for a second-level appeal to the Director, Benefits within 60 days of the response. You may include additional pertinent information that supports the stated grounds for appealing the earlier decision. Within 30 days, you should receive a response. If the response is delayed, you receive a letter stating the reasons for the delay and when you are to receive a response.

If you are not satisfied with the results of the second-level review, you may appeal a third and final time to the Board of Pensions through its appeal review process. The decision of the Appeals Board is final and binding.

To request the appeal procedures, call the Board at 800-773-7752 (800-PRESPLAN) to speak with a service representative.

**BOARD OF PENSIONS APPEAL REVIEW PROCESS**

The final level of appeal is a review by the Board of Pensions Appeals Board. The Appeals Board comprises senior officers of the Board who are not responsible for routine determinations or operations management for the Benefits Plan. The decision of the Appeals Board is final and binding. The appeal must be filed with the Secretary of the Appeals Board within 60 days of the final decision of the Director, Benefits.

The Board reserves the right to accelerate the review process to a higher level of appeal in any situation where the facts and circumstances call for such higher level of review to be expedited.
APPLICABLE LAW
The Board and the RSP are exempt from most registration, regulation, and reporting requirements of the Securities Act of 1933, the Securities Exchange Act of 1934, the Investment Company Act of 1940, and state securities laws. RSP participants and beneficiaries are not afforded the protection of those laws. The RSP is a 403(b)(9) church retirement income account plan, and therefore, is not subject to the Employee Retirement Income Security Act of 1974, as amended (“ERISA”).

The Fidelity mutual fund options are registered mutual funds. The two PC(USA) socially responsible funds are proprietary funds that are managed for the Board by Geode Capital Management; these two funds have the same daily valuation and liquidity as registered mutual funds Impax Asset Management is the sub-adviser to the Pax Global Environmental Markets Fund. The RSP shall be construed to be in accordance with Pennsylvania law.

ADMINISTRATION
The Board administers the RSP and resolves questions about the terms of the RSP, including benefit eligibility, contribution amounts, and limits. Fidelity performs the record-keeping functions, including the receipt and investment of contributions, investment account activity, processing, and distributions, in coordination with the Board.

The RSP shall be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania to the extent not preempted by federal law.

No provision of the RSP nor this summary shall be construed to conflict with any provision of the Internal Revenue Code or regulations relating thereto.
BENEFITS RIGHTS UPON DIVORCE OR DISSOLUTION

Your RSP account is not subject to the claims of creditors except as may be required by law in a Domestic Relations Order (DRO). A DRO is a special order issued by a court of competent jurisdiction in a divorce, child support, or similar proceeding. In this situation, your spouse, former spouse, or dependent may be entitled to a portion or all of your account balance based on the court order. You, your beneficiaries, and your attorneys may obtain, without charge, a copy of the DRO procedures entitled The Benefits Plan and Divorce by downloading it from pensions.org or calling the Board at 800-773-7752 (800-PRESPLAN) and speaking to a service representative. The Board will review and determine the acceptability of all DROs that assign benefits from the plan. You may contact the Board for a sample order.

PLAN AMENDMENT OR TERMINATION

The Board has no legal or contractual obligation to make annual contributions to, or to continue, the RSP. If the RSP should terminate, each participant affected by such termination shall have a 100 percent vested interest in his or her account. The Board will facilitate the distribution of account balances in single lump-sum payments to each participant in accordance with RSP provisions until all assets have been distributed by Fidelity. Although your employer and the Board expect and intend to continue the RSP indefinitely, they reserve the right to change, suspend, or terminate the RSP at any time, as circumstances may dictate by action of the Board of Directors of the Board.
Contact Information

Fidelity Investments*
P.O. Box 770002
Cincinnati, OH 45277-0090

For employees:
Toll free: 800-343-0860, Monday through Friday, 8:30 a.m. to 8:30 p.m. ET
(reference plan # 57887)
Web: fidelity.com/atwork (Fidelity NetBenefits*, a self-service tool)

For employers:
Treasurers/Business Administrators Assistance Line
Toll free: 800-917-4369, Monday through Friday, 8:00 a.m. to midnight ET
(reference plan # 57887)
*For contributions, employers should mail payment with the accompanying remittance form to this address.

The Board of Pensions of the Presbyterian Church (U.S.A.)
2000 Market St.
Philadelphia, PA 19103-3298

Toll free: 800-773-7752 (800-PRESPLAN), Monday through Friday, 8:30 a.m. to 5 p.m. ET
TDD: 877-522-7948
Fax: 215-587-6215
Email: pensions@pensions.org
Web: pensions.org
CONTRIBUTION LIMIT EXAMPLES
The following examples demonstrate how the contribution limits designated by the IRS affect the amount you can contribute to your RSP account.

Example 1
The Reverend Joe Jones, a minister of the Word and Sacrament, has a cash salary of $10,000 and a $15,000 housing allowance, for a total compensation of $25,000. He does not participate in any other 403(b) or defined contribution retirement plans. The maximum amount he can contribute to the RSP is $10,000.

The Rev. Jones cannot include the housing allowance in determining his maximum contribution amount.

Example 2
The Reverend Jane Smith, also a minister, is in exactly the same situation as the Rev. Jones, except that she has a cash salary of $60,000 and a housing allowance of $15,000, for a total compensation of $75,000. The maximum she can contribute is $18,500 (2018 limit) unless she is age 50 or older and eligible to make a catch-up contribution. In that case, she may contribute a maximum of $24,500 for the year ($18,500 plus $6,000 maximum catch-up contribution).

Example 3
In 2018, the Rev. Smith’s church makes a non-matching contribution of $40,000 to her account in the RSP. The Rev. Smith can contribute no more than $15,000 to the RSP for 2018. (The $55,000 employer and employee maximum less a $40,000 employer contribution results in a maximum employee contribution of $15,000.)

SAVERS CREDIT EXAMPLE
Mary Thomas is a member with a family AGI of $31,000. She elects to contribute $2,000 to the RSP. The deferral reduces her AGI to $29,000, qualifying her for a 50 percent credit. Fifty percent of $2,000 is $1,000. Thus, Mrs. Thomas will receive a credit of $1,000 when she files her taxes.

The Savers Credit can help build retirement savings. In Mrs. Thomas’ case, when she contributes $2,000 to her RSP account, the U.S. government acts as a savings partner by giving back $1,000.