December 2022

Dear Employee:

You are eligible to participate in the Retirement Savings Plan of the Presbyterian Church (U.S.A.). The plan is a 403(b)(9) retirement income account plan that allows eligible employees to save for retirement by making salary deferral contributions on a tax-deferred basis. During 2023, you may contribute up to $22,500 in combined pre-tax and Roth after-tax salary deferral contributions. If you are age 50 or older, you may contribute a total of $30,000 to the plan. ***[Note to Employer: You may want to include details about eligibility for employer contributions (if applicable) and any other requirements set forth in your Adoption Agreement.]***

To enroll in the plan, you must complete a Salary Deferral Agreement and Enrollment Form, both of which are available online at [pensions.org/members](http://www.pensions.org/what-we-offer/benefits-guidance/retirement-savings-plan). If you are unable to access these forms online, we would be happy to email these documents to you. On the Salary Deferral Agreement, you will indicate the amount you wish to have deducted from your pay. On the Enrollment Form, you will indicate how you would like your contributions invested at Fidelity Investments. The plan offers a wide range of investment choices, including two socially responsible options, Fidelity Freedom (target date) Funds, and the PAX Global Fund. Once you complete the Salary Deferral Agreement and the Enrollment Form, please return them to ***[Note to Employer: insert appropriate contact person]****.* We will sign and retain the Salary Deferral Agreement and submit the Enrollment Form to Fidelity Investments.

If you are already participating in the plan, you may change the amount you save at any time by completing a new Salary Deferral Agreement. You may also change your investment allocations at any time by contacting Fidelity directly at 800-343-0860, or by logging on to Fidelity NetBenefits® at fidelity.com/atwork and selecting “**Change Investments**” under Quick Links.

We hope that you will consider this opportunity to build financial security for your retirement years. If you have questions about the plan, please contact the Board (Monday through Friday, 8:30 a.m. to 7 p.m. ET) at 800-773-7752 (800-PRESPLAN) or email them at memberservices@pensions.org.

Sincerely,

***[Note to Employer: Insert name]***