



## CATHOLIC COMMUNITY SERVICE

### 403(b) Acknowledgement Form

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Catholic Community Service offers all employees the opportunity to participate in a 403(b) Thrift Savings Plan through Mutual of America.

- Employees are eligible to start contributing beginning the first of the pay period following their hire-date.
- In accordance with our plan, employees will be notified on their first day of employment and auto-enrolled 30 days later. Employees must opt out if they wish not to contribute.
- After one year of employment, employees who have worked at least 1,000 hours are eligible for employer contributions. If the employee is contributing 3% or more, CCS will contribute 6% (a 3% "base" contribution and a 3% "match" contribution). If the employee chooses not to contribute, CCS will contribute 3% (the 3% "base" only).
- CCS contributions are vested based on how long employees remain employed with CCS (1 year = 20%, 2 years = 40%, 3 years = 60%, 4 years = 80%, 5 years = 100%).
- If an employee has previous employment in the non-profit health field, social services field, or with a non-profit educational institution within the past 36 months, our plan allows for credit toward their effective dates for employer matching and employer base contributions. To be eligible for this credit, the employee must have worked at least 1,000 hours within a 12-month period.

For more detailed information and enrollment paperwork, please contact HR at 907-463-6152, 907-463-6158, or [hr@ccsjuneau.org](mailto:hr@ccsjuneau.org).

The 403(b) Thrift Plan has been explained to me and I understand that I may voluntarily choose to have my pay reduced for contributions to the plan.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_