UU Organizations Retirement Plan
Remitting Contribution Data and Funding Help Sheet

Remitting contributions to TIAA for the UU Organizations Retirement Plan can be confusing or overwhelming the first few times. This help sheet was created to answer your most common questions and direct you where to go with questions. Remember that the UUA and TIAA are here to help you! See the last page for our contact information.

How do I Send Contributions to TIAA?

Remitting contributions to TIAA for the UU Retirement Plan is an important task. There are two items needed to ensure that TIAA can accept and post contributions in a timely manner—the completed **UUA Contribution Remittance Form** (instructions how to apply contributions) and the **contribution funding or payment** (actual contributions). Both the form and funding can be sent as paper (paper remittance and paper check), both electronically (SOPS file and bill pay/ACH or wire transfer), or a combination of the two.

Paper remittance and check submission	Electronic SOPS and bill pay submission
If you are mailing a check to TIAA, please remember to include the **UUA Contribution Remittance Form** with the check. (complete the form in Excel and print to mail). Please see the next page on how to complete that form.	To learn how to use the electronic SOPS upload for your contribution data please go to the video tutorial, created by our former TIAA client service manager (example on last page).
**IMPORTANT - Remember to include the UUA plan number of 404921, your Church ID No. and the Pay Date on the check memo line.	There are two methods to submit your contribution funding electronically.
If you do not know your Church ID No., please visit my.uua.org/directory/congregations.**	You can: 1. Establish a Bill Payment/ACH with your bank to pay TIAA directly, **or** 2. Send a Wire Transfer Payment *(there may be an additional cost for this service through your bank)*
To attain a copy of the UUA Contribution Remittance Form, please contact TIAA at uua@tiaa.org	TIAA bank information for this purpose is: JP Morgan Chase Bank 1 Chase Plaza, New York, NY 10081 ABA# 021000021 Cr: TIAA Trust Company, FSB Account Number: 304-264059
Make out the check and mail it with the printed UUA Contribution Remittance Form to: TIAA, FSB PO Box 105316 Atlanta GA 30348-5316	****IMPORTANT** - Include the UUA plan number 404921, your Church ID No. and Pay Date when submitting your BillPay or ACH request **and** remember to upload your SOPS Contribution Remittance Form via your TIAA PlanFocus login at tiaa.org/plansponsors (Administration/File Exchange/Upload File)
	ALSO, if your bank is mailing your check, please use the TIAA address for Paper Remittance
	If you would like assistance in setting up electronic submissions, please contact TIAA at uua@tiaa.org.

Completing the UUA Contribution Paper Remittance Form (*electronic instructions next page*)

Open spreadsheet template in Excel, complete and print.
Total on remittance form must match the funding/payment total.

There are three types of data that TIAA needs to properly process contributions:

- UU Church/Employer information – If you do not know your Church ID no. please visit my.uua.org/directory/congregations.
- Your contact information – TIAA may need to reach out with questions in order to avoid delays in posting contributions.
- Employee information – If you write in the information, please make sure your hand writing is clearly legible for TIAA processers.

Who can I contact with questions?

Questions for TIAA, email uua@tiaa.org

Contact retirementplan@uua.org with questions regarding:

- Plan and contribution requirements, and your responsibilities as location administrators
- To Change the listed administrators at your location.
- For general UUA Retirement Plan administration and plan provision questions.

If participants have questions, please direct them to TIAA:

Online:	Phone:	In person:
To learn more about the Retirement Plan, the investment options and to update an existing retirement portfolio online (i.e. review beneficiary elections, reallocate amongavailable investments, etc.),log in to the secure website at **TIAA.org/uua**.	Participants can also update their retirement portfolio by calling TIAA at **800-842-2829**, weekdays, 8 a.m. to 10 p.m. and Saturday, 9 a.m. to 6 p.m. (ET).	If participants want to schedule their annual no cost individual one-on-one session, please direct themto call **800-842-2829**, weekdays, 8 a.m. to 8 p.m. (ET). They can also schedulea meeting online at **TIAA.org/uua**

Completing the Simplified Open Plan Solution (SOPS) electronic file *(paper instructions previous page)*

Open SOPS template in Excel, complete and save as .csv file for upload via PlanFocus.
Submit payment that equals total on SOPS file via online Bill Payment, ACH from your bank, or mailed paper check.

- TIAA's simple, proprietary format designed for locations with a small number of employees
- Include only the records your organization needs
- Can be easily uploaded via File Exchange on the PlanFocus website for processing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
	SOPS-Field Type	Plan	Sub Plan	SSN	Mode	Frequency	Pay Date	Division/ Location	Name	Gender	DOB	Address Line #1	Address Line #2	Address Line #3	City	State	Zip Code	Country Code	Source	Amount	Source	Amount	Source	Amount
	SOPS	404921	RS1	123456789	100	6	07/15/2021	1234	Doe John		01/01/1975								F	123.45	E	123.45	D	123.45

SOPS Remittance File Data Fields

Only complete columns A - X as instructed below. Leave columns Y - AI blank. Hover over column headers to view help comments.
DO NOT CHANGE COLUMN HEADERS.

- SOPS Field type (A): **SOPS**
- Plan (B): **404921**
- SubPlan (C): **RS1**
- SSN (D): 9 digit SSN with no dashes *(SSN that begin with 0 may only show 8 digits)*
- Mode (E): **100**
- Frequency (F): Select from drop down list. Do not leave blank. *(see comment in header row, ex. "5" = Semi-Monthly)*
- Pay Date (G): The Payroll end date in the format MM/DD/YYYY. Zeros are not a valid value.
- Div/Loc (H): 4-digit congregation number. If you do not know your location ID visit https://my.uua.org/directory/congregations or contact retirementplan@uua.org
- Name (I): Participant's Name. Format: LastName FirstName MiddleInitial (do not use commas - ex. Doe John A.)

- Gender (J): Select drop down values: "M" for Male, "F" for Female, leave blank for all other identifications.
- DOB (K): Format MM/DD/YYYY. If this information is not available the field should be zero-filled.
- Address #1 (L): Participant's residential street address (not org address and no PO Box)
- Address #2 (M): Add'l line for street address, if needed, otherwise leave blank.
- Address #3 (N): Add'l line for street address, if needed, otherwise leave blank.
- City (O): Participant's City
- State (P): Please enter the 2 Letter Abbreviation of the participant's state followed by a space.
- Zip Code (Q): A 9 character field for the Zip Code for Participant's Residence Address. Fill the last 4 characters with spaces if the last four numbers are unknown.
- Country Code (R): leave blank

- Source (S): Select F - Employer if participant has Employer Contributions
- Amount (T): Enter amount of Employer Contributions (if any, otherwise leave blank) Must enter decimal point but do not enter commas (12345 will be processed as $12,345 123.45 will be processed as $123.45)
- Source (U): Select E - Employee Pre-tax if participant has Employee Pre-tax Contributions
- Amount (V): Enter amount of Employee Pre-tax Contributions (if any, otherwise leave blank) See ex. above
- Source (W): Select D - Employer Match if participant has Employer Match Contributions
- Amount (X): Enter amount of Employer Match Contributions (if any, otherwise leave blank) See ex. above

Saving/Naming your file

- To submit your SOPS remittance file via PlanFocus it should be saved as a .csv file within Excel or Google Sheets
- File Name: Plan Number_Congregation Number_Pay Date
  - Example: "404921_1234_7_15_2021.csv"