

November 2023



Dear Friends,

Thank you for your service to UU organizations. We wish you and your loved ones good health, happiness and security during these challenging times.

Please review this **Annual Plan Notice** for important information about your UU Retirement Plan and explore the list of resources to help increase your wealth and savings for retirement. More information and resources are available on our **Knowledge Base** at HRforUUs.uua.org/help.

To access your account at our recordkeeper, Empower, please visit UUAempower.com or call 833-UUA-2023 (833-882-2023).

IMPORTANT DEADLINE FOR WITHDRAWALS: DECEMBER 15, 2023

To initiate a year-end or early 2024 distribution, **submit your request directly to Empower by Friday, December 15, 2023**. This permits the authorization process to take place by Empower's applicable processing deadline.

Actions you can take today for your account:

1. Log in or call Empower to review your account.
2. Verify or update your mailing and residential addresses, your current full legal name, phone, related identifying information, and email address.
3. Designate or verify the primary and contingent beneficiaries in your record.
4. If you are currently employed, enter your salary deferral election in your account with Empower. You must enter an amount, even if it is \$0 (indicating no deferral). There is no requirement to make salary deferral contributions, but we need an election on record. Deferrals are a great way to boost your savings for retirement and reduce current taxable income.
5. Review amounts posted to your account if you are currently making deferrals or receiving employer contributions.
6. [Schedule](#) a no-cost, point-in-time financial advice session with an Empower professional.
7. Watch for and register for Empower's monthly [educational webinars](#).
8. Ask your employer for a copy of their current **Employer Participation Agreement (EPA)** to verify you are receiving the correct employer contributions, if you have satisfied the Year of Eligibility Service (YOES).

With gratitude and appreciation for all you do,

Gloria Guldager

Director, UU Organizations Retirement Plan (retirementplan@uua.org)
UUA Office of Church Staff Finances

Enc: [Annual Plan Notice for Plan Year 2024](#)

The Unitarian Universalist (UU) Organizations Retirement Plan is an IRS qualified 401(a)/401(k) defined contribution, multiple employer, church retirement plan. Employers who adopt the Plan provide their employees an opportunity to accumulate savings for their retirement years.



Annual Plan Year Notice Regarding Safe Harbor, Automatic Enrollment, and Qualified Default Investment Alternative Provisions

Unitarian Universalist Organizations Retirement Plan

(November 2023)

The Unitarian Universalist Association (“UUA”) established the Unitarian Universalist Organizations Retirement Plan (the “Plan”) to help its employees, and employees of UU employers that have adopted the Plan (“Employers”), pursue their retirement savings goals. The Plan is a church plan as described in Section 414(e) of the Internal Revenue Code of 1986, as amended, and the regulations thereunder (the “Code”) and Section 3(33) of the Employee Retirement Income Security Act of 1974 that is maintained by an association of churches exempt from tax under Code Section 501. Because the Plan has not made an election under Code Section 410(d), the Plan is exempt from many of the provisions of ERISA and the Code.

This notice informs you of your rights and obligations under the Plan (the “Notice”). **This annual Notice applies to the Plan Year beginning on January 1, 2024.** You can find out more information about the Plan in the [Plan’s Summary Plan Description \(SPD\)](#). You can obtain a copy of the SPD from the UUA website at <https://www.uua.org/retirement>, or by contacting the UUA Retirement Plan Team at retirementplan@uua.org (617) 948-6421. If you are a UUA national employee, contact UUA Human Resources at humanresources@uua.org or (617) 948-4649.

Safe Harbor Notice

This section of the notice, along with the section below titled “Withdrawals of Contributions,” describes your rights and obligations under the Plan in connection with the Plan’s “safe harbor” method of meeting contribution and vesting requirements set forth under Code Sections 401(k) and 401(m). Safe harbor plans are not required to perform the annual nondiscrimination testing generally required of similar plans.

Salary Deferral Contributions

You are eligible to elect to defer to the Plan, on a pre-tax basis, an amount not less than one percent (1%) of your Compensation (as defined in the Plan and summarized below); however, your salary deferral contributions for 2024 may not exceed \$23,000. These amounts are referred to as Elective Deferrals and are held in an account for you. Under certain circumstances, you may make rollover contributions from another qualified retirement plan or IRA to the Plan.

If you are age 50 or will attain age 50 before the end of 2024, then you may elect to defer additional amounts to the Plan (“**Catch-Up Contributions**”). These are additional amounts that you may defer regardless of any other limits imposed by the Plan. The limit for Catch-Up Contributions for 2024 is \$7,500.

Type and Amount of Compensation that May Be Deferred

Under the Plan, Compensation, in general terms, means all compensation you receive as an employee of an Employer to the extent includible in gross income, including certain elective contributions that are not includible in your gross income, such as your Elective Deferrals to the Plan, Catch-Up Contributions, and pre-tax contributions made on your behalf for medical and dental coverage, for FSA or HSA contributions, or for a qualified transportation fringe program. For purposes of determining the amount of contributions to the Plan, the Code provides that for 2024, annual compensation in excess of \$345,000 cannot be taken

into account. NOTE: although Clergy Housing Allowance is also Compensation under the Plan; it is not eligible to be deferred into the Plan.

How to Make Deferral Elections

If you are currently employed by a participating employer, you may submit an election to make Elective Deferrals, or change the deferral amount or percentage you previously elected, at any time. Your election will be effective as soon as administratively feasible after it is received and processed by your Employer, but in no event earlier than the first payroll period following the date on which it is made. Once made, your election will remain in effect until you modify or terminate it. To make or edit an Elective Deferral, log into your account at UUAempower.com, select Contributions on the Account tab, or contact Empower at 833-UUA-2023 (833-882-2023).

Employer Safe Harbor Contribution

To help you make an informed decision on the level of your own Elective Deferrals, if any, your Employer must inform you about the safe harbor contributions it will make to the Plan. Under the safe harbor contribution formula used by the Plan, your Employer has elected to make a safe harbor non-elective contribution to the Plan on behalf of employees who have met the Plan's eligibility requirements to receive non-elective contributions in an amount equal to no less than five percent (5%) of your Compensation. However, your **Employer's Participation Agreement (EPA)** on file with the UUA's Office of Church Staff Finances reflects the percentage contribution that your UU Employer makes for their employees who have met the Plan's Year of Eligibility Service criteria (YOES). The Plan refers to these contributions as "**Retirement Contributions**." These Retirement Contributions will be made regardless of whether you elect to make Elective Deferrals to the Plan and will be in addition to any other employer contributions that your Employer makes to the Plan. Employees may ask their direct Employer for a copy of the current Employer Participation Agreement in order to review the Employer's Retirement Contribution commitment.

Employer Matching Contributions

In addition to any Retirement Contribution that you receive, your Employer may also choose to make a matching contribution on your behalf equal to a specified percentage of your pay that you defer as Elective Deferrals during a payroll period ("**Matching Contributions**"). The amount of Matching Contributions, if any, will be made at a rate selected in advance by your Employer. Employees may ask their direct Employer for a copy of the current Employer Participation Agreement in order to review the Employer's Matching Contribution commitment, if any.

Vesting of Contributions

You are always 100% vested in all of your accounts under the plan.

Automatic Enrollment

The Plan includes an automatic enrollment feature that your Employer may have elected. This feature will not apply to you if you already elected to make contributions to the Plan. Under the Plan's automatic enrollment feature, if you do not elect to make Elective Deferrals, your Employer may elect in advance to automatically withhold a portion of your eligible Compensation from your pay each pay period and contribute that amount to the Plan as an Elective Deferral. The automatic contribution rate, if applicable,

will be selected by your Employer, and will be a fixed percentage of your Compensation for each pay period; your Employer is to inform you about this in advance. Employees may ask their direct Employer for a copy of the current Employer Participation Agreement in order to review the Employer's auto-enrollment commitment, if any.

You are in charge of the amount that you contribute. If your Employer's Participation Agreement includes their election to auto-enroll, you may decide to do nothing and become or remain automatically enrolled, or you may increase or decrease your salary reduction percentage at any time. If you wish to defer the automatic deferral amount your Employer elected in advance to withhold from your eligible Compensation, you do not need to make an Elective Deferral election. If you wish to elect a different deferral amount or to not defer any of your compensation, you should log into your account at UUAempower.com, select Contributions on the Account tab, or contact Empower at 833-UUA-2023 (833-882-2023). Automatic Elective Deferrals will be invested according to your investment instructions. If you do not elect to invest in any of the investment options offered by the Plan, your contributions will be invested in the Plan's default investment option described below.

Withdrawal of Contributions

In addition to ordinary income tax, withdrawals of any amount from your Plan account will incur a tax penalty until either:

- You have reached age 59½.
- Your death.
- You become disabled.
- The UUA terminates the Plan without establishing another defined contribution plan.
- You perform certain qualified military service while on active duty for more than 30 days.

Upon separation of employment, you may leave your funds in your UUA retirement plan account if your account balance meets the minimum balance requirements. You may also rollover your account balance into your new employer's plan, if your new employer has one, or into an IRA, without penalty if done as a direct transfer. If the rollover is done as an indirect rollover and you are under the age of 59 1/2, you must deposit the funds into your new account within 60 days to avoid paying income tax on the entire balance and an additional 10% penalty for early withdrawal.

Qualified Default Investment Alternative

The UUA Retirement Plan Committee has chosen to offer Plan participants a Qualified Default Investment Alternative ("QDIA"). A QDIA is comprised of default investments in which your Elective Deferrals, Catch-Up Contributions, Employer Contributions, and Rollover Contributions will be invested if you have not otherwise elected an investment option for your contributions. The T. Rowe Price LifeCycle Funds are designated as the Plan's QDIA. Unless you choose another investment fund or funds, any contributions made under the Plan will be invested in the Plan's QDIA. The T. Rowe Price LifeCycle funds are managed

based on the specific retirement year (target date) included in its name and assumes an estimated retirement age of approximately 65. You will receive the specific Fund Sheet describing the objectives, risk, performance, fees and expenses of each of the T. Rowe Price LifeCycle funds directly from our recordkeeper, Empower.

You have the right under the Plan to direct the investment of your existing balances and future contributions to any of the Plan's available investment options. However, if you do not provide direction as to the investment of your balances and contributions, your future contributions and/or the portion of your account that is currently invested in the QDIA will continue to be invested in this option. To obtain information about other investment options under the Plan, or to change your investment elections for future contributions or for all or a portion of your existing balances, please contact Empower at 833-UUA-2023 (833-882-2023) or access your account at UUAempower.com.

Although Plan rules may permit transfers on a daily basis, mutual fund companies reserve the right to limit or prohibit short-term or excessive trading in their funds to protect the long-term interests of all shareholders in the funds. In addition, short-term trading fees may apply to certain transfers. Please refer to the individual fund prospectuses for further information. Please note that the transfer will be effective on the next business day on which the New York Stock Exchange is open for business. We encourage you to review your investment mix and deferral percentage and update as appropriate. You are entitled to free point-in-time advice at any time by logging into your account at UUAempower.com or calling 833-UUA-2023 (833-882-2023). You may also sign up for the Total Retirement Advice program with Empower (additional fees based on account balance apply).

Additional Information

As always, the UUA is available to answer your questions about this notice, how the Plan works, your rights and obligations under the Plan. If you would like a copy of the Summary Plan Description, any other Plan documents, or help to resolve any problems that may arise with your retirement account, please contact the UU Retirement Plan Team, by phone at (617) 948-6421 or by email at retirementplan@uua.org. If you are a UUA national employee, UUA Human Resources can be reached at (617) 948-4649 or humanresources@uua.org.

This communication is intended to provide general information about the Plan. Plan benefits are paid only if provided for in the legal plan documents. Every effort has been made to ensure the accuracy of this information. However, if there is any inconsistency between this communication and the Plan documents, the terms of the Plan documents will control. There may be changes to the Plan in the future. UUA reserves the right to amend, modify, or terminate any plan, in whole or in part, at any time for any reason. UUA and the plan fiduciaries (and their representatives) do not guarantee, and do not have any responsibility for, the tax, legal, or other implications of an employee's participation in the Plan.

This notice is provided for informational purposes only. It is general in nature and is not intended as a recommendation or advice with respect to your Plan contributions. It should be considered along with any other relevant information available to you. You should consult your own attorney, accountant, consultant, financial, or other advisor for specific guidance.