

**PLEASE PRINT OR TYPE**

The American Baptist Churches Retirement Plan, Tax Deferred Annuity Plan and The Annuity Supplement (the "Plans") which have been restated and adopted by the MMBB Board of Managers effective 1/1/2010 (with any subsequent amendments thereto), to reflect the Internal Revenue Code of 1986 (the "Code") 403(b) regulations, is intended to provide a means of income in retirement of ordained, commissioned and lay Employees of any church, board, society or other agency recognized by the Board of General Ministries of American Baptist Churches in the U.S.A. or any Affiliated Organization which shares similar beliefs and practices with the American Baptist Churches. The "Plans" under which you are a Participating Employer (you are also referred to herein as an "Adopting Employer"), and by participating have adopted the Plan document and agreed to be bound by its terms, is a retirement income account plan defined in Code Section 403(b)(9).

This Adoption Agreement is a written agreement signed by an employer that establishes eligibility and other plan rules that the employer elects for its employees in accordance with the provisions of the plan in which they are electing to participate. Please complete the Employer, Participation, Eligibility, Premiums and Vesting information below and return a signed copy to MMBB as soon as possible.

Please complete each applicable section. Instructions are provided for each section in italics. Sections I and VI are required to be completed in full by all employers.

Where applicable, capitalized terms used in this Adoption Agreement have the meaning set forth in the Plan document, unless otherwise indicated herein.

**I. Employer Information** (Complete employer demographic information)

Name of Adopting Employer		
Address of Adopting Employer		
City of Adopting Employer	State	Zip Code
Phone number of Adopting Employer	Email of Adopting Employer	

**II. Effective Date**

The effective date of this Adoption Agreement is generally the date that MMBB receives an executed copy of this Adoption Agreement from the Adopting Employer.

### III. Comprehensive Plan (Retirement Plan)

(Please complete Parts A, B, and C of this section if you are electing to provide Comprehensive Plan contributions to your eligible Employees. If you are not providing Comprehensive Plan contributions please proceed to Section IV.)

#### A. PARTICIPATION

1.  The Adopting Employer is currently providing benefits under the Retirement Plan as indicated by the elections to this Adoption Agreement below.
2.  The Adopting Employer no longer provides benefits under the Retirement Plan and has terminated its participation under the Plan in accordance with Section 13.07 of the Plan; however, employees of the employer retain account balances under this plan. No further election is required. Please sign and return this Adoption Agreement to MMBB.
3.  The Adopting Employer is providing Plan-to-Plan Transfer Accounts under the Retirement Plan in accordance with Section 10.04 of the Plan as indicated by the election to this Adoption Agreement below.

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*If you are currently joining or participating in the Retirement Plan (Comprehensive Plan) please check circle 1. If you are no longer participating in the Retirement Plan (Comprehensive Plan) but your employees have accounts with MMBB, please check circle 2.*

#### B. ELIGIBILITY

1.  The Adopting Employer elects to use the eligibility rules set forth in Section 3.01 of the Plan which generally provides that any lay Employee of a Participating Employer or a minister or missionary who is an Employee or who is self-employed as provided under Code Section 414(e)(5) shall be eligible to participate in the Plan.
  2.  The Adopting Employer elects to limit participation in the Plan to the following employee classifications, subject to applicable law:\*
- Ordained ministers                       Lay employees
  - Requires employees to work \_\_\_\_\_ hours per week to participate in the Plan
  - Requires employees to wait \_\_\_\_\_ months/year(s) before participating in the Plan
  - Adopting Employer's other eligibility guidelines:

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*If the employer elects to use the eligibility rules outlined in the Plan document check circle 1. If the employer elects to limit participation to certain employee classifications, check circle 2 and identify the alternative eligibility rules that will apply.*

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#### C. PREMIUMS

The Adopting Employer will contribute \_\_\_\_\_ % of each Employee's Annual Compensation, as defined in the Plan document, each month.

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*State the applicable annual premium percentage. If you have a question about this percentage, contact MMBB.*

**IF THE EMPLOYER CHOOSES TO PARTICIPATE IN THE TAX DEFERRED ANNUITY PLAN, PLEASE PROCEED TO SECTION IV.**  
**IF THE EMPLOYER CHOOSES TO PARTICIPATE IN THE ANNUITY SUPPLEMENT PLAN, PLEASE PROCEED TO SECTION V.**  
**IF THE EMPLOYER CHOOSES NOT TO PARTICIPATE IN OTHER RETIREMENT PLANS OFFERED BY MMBB PLEASE PROCEED TO SECTION VI.**

**IV. Employer Retirement Only Plan (Tax Deferred Annuity Plan)**

(Please complete Parts A, B, C, and D of this section if you are electing to provide Retirement Only contributions to your eligible Employees. If you are not providing Retirement Only contributions, please proceed to Section V.)

**A. PARTICIPATION**

- 1.  The Adopting Employer is currently providing benefits under the Tax Deferred Annuity Plan as indicated by the elections to this Adoption Agreement below.
- 2.  The Adopting Employer no longer provides benefits under the Tax Deferred Annuity Plan and has terminated its participation under the Plan in accordance with Section 11.07 of the Plan; however, employees of the employer retain account balances under this plan. No further election is required. Please sign and return this Adoption Agreement to MMBB.

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*If you are currently joining or participating in the Tax Deferred Annuity Plan (Retirement Only) please check circle 1. If you are no longer participating in the Tax Deferred Annuity Plan (Retirement Only) but your employees have accounts with MMBB, please check circle 2.*

**B. ELIGIBILITY**

- 1.  The Adopting Employer elects to use the eligibility rules set forth in Section 3.01 of the Plan which generally provides that any lay Employee of a Participating Employer or a minister or missionary who is an Employee or who is self-employed as provided under Code Section 414(e)(5) shall be eligible to participate in the Plan.
- 2.  The Adopting Employer elects to limit participation in the Plan to the following employee classifications, subject to applicable law:
  - Ordained ministers                       Lay employees
  - Requires employees to work \_\_\_\_\_ hours per week to participate in the Plan
  - Requires employees to wait \_\_\_\_\_ months/year(s) before participating in the Plan
  - Adopting Employer's other eligibility guidelines:

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*If the employer elects to use the eligibility rules outlined in the Plan document check circle 1. If the employer elects to limit participation to certain employee classifications, check circle 2 and identify the alternative eligibility rules that will apply.*

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**C. CONTRIBUTIONS**

(Contributions under the Tax-Deferred Annuity account can take two forms: non-elective Employer contributions and matching contributions. Matching contributions are based on a Participant's The Annuity Supplement (TAS) contributions, and so electing to provide matching contributions in this part requires that the employer also elect to offer The Annuity Supplement Plan in Section V of this Adoption Agreement.)

**i. Employer Contributions:**

- 1.  The Adopting Employer will not make Employer Contributions.
- 2.  The Adopting Employer will contribute \_\_\_\_\_% of a Participant's Compensation or the fixed amount of \$\_\_\_\_\_ per month for each Participant.
- 3.  The Adopting Employer will make premium payments as follows, subject to applicable law\* (NOTE: If you make variable contributions, please describe your methodology for determining how contributions are made to the Plan and indicate whether contributions are made as a percentage of a Participant's Compensation or an amount of dollars per month):

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*If the employer is not providing employer contributions, please check circle 1. If you provide a predetermined fixed employer contribution check circle 2 and indicate whether the contribution is based on a percentage of compensation or a set dollar amount. If you make variable employer contributions, check circle 3 and describe your methodology for determining the amount and timing of the contributions.*

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**ii. Employer Matching Contribution:**

- 1.  The Adopting Employer will not make Matching Contributions.
- 2.  The Adopting Employer will make matching contributions on behalf of each Participant in the amount of \_\_\_\_\_% of the Salary Diversion Contributions and/or Supplemental Contributions made under TAS by each Participant up to \_\_\_\_\_% of compensation.
- 3.  The Adopting Employer will make a matching contribution of \$\_\_\_\_\_ monthly for each Participant. (Please see instructions for example)
- 4.  The Adopting Employer will make monthly matching contributions on behalf of each Participant according to the schedule below:

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*If the employer is not providing a Matching Contribution please check circle 1.*

*If the employer is electing to provide Matching Contributions as a stated percent of an employee contribution please check circle 2 and indicate the maximum percentage of an Eligible Employee's Salary Diversion Contribution the employer will match along with the matching percentage the employer will contribute up to that maximum. For example the Employer will make matching contributions of 50% of the Salary Diversion Contribution under TAS to a maximum of 3%. (if the employee contributes 4% the employer contributes 2%).*

*If the employer elects to contribute a fixed dollar amount of such contributions please check circle 3 and state the dollar amount to be contributed. Option 4 can be used if the employer wants to make alternative contributions.(applies to options 2,3 and4) The employer must also elect to offer The Annuity Supplement Plan in Section V of this Adoption Agreement).*

**D. VESTING**

(Section 4.03 of the Plan provides that a Participant's interest in his or her employer Contributions Account and matching Contributions Account shall be immediately vested unless the Adopting Employer has elected one of the alternative vesting schedules set forth in Addendum A to the Plan.)

- 1.  The Adopting Employer elects to use the vesting schedule provided for in Section 4.03 of the Plan: All contributions to the Plan are 100% vested at the time the contribution is made.
- 2.  The Adopting Employer elects 1-year cliff vesting, (i.e., a Participant is 100% vested after 1 year of service with the Participating Employer).
- 3.  The Adopting Employer elects 6-year graded vesting, illustrated below:

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*Check circle 1 if the employer intends to use the default vesting schedule provided of full and immediate vesting. Check circle 2 to select an alternative vesting schedule of 1-year cliff vesting. Check circle 3 to select an alternative vesting schedule of 6-year graded vesting.*

<b>Service</b>	<b>&lt; 2 Years</b>	<b>2 Years</b>	<b>3 Years</b>	<b>4 Years</b>	<b>5 Years</b>	<b>6 Years</b>
<b>% Vested</b>	0%	20%	40%	60%	80%	100%

**IF THE EMPLOYER CHOOSES TO PARTICIPATE IN THE ANNUITY SUPPLEMENT PLAN, PLEASE PROCEED TO SECTION V.**

**IF THE EMPLOYER CHOOSES NOT TO PARTICIPATE IN OTHER RETIREMENT PLANS OFFERED BY MMBB PLEASE PROCEED TO SECTION VI.**

## V. Member Contribution Plan (The Annuity Supplement)

(Please complete this section if you are electing to offer The Annuity Supplement Plan to your eligible Employees. You must complete Parts A and B of this Section to provide The Annuity Supplement Plan. If you are not making The Annuity Supplement Plan available to your eligible Employees, please skip this section and proceed to Section VI.)

### A. PARTICIPATION

1.  The Adopting Employer is currently providing benefits under The Annuity Supplement as indicated by the elections to this Adoption Agreement below.
2.  The Adopting Employer no longer provides benefits under The Annuity Supplement and has terminated its participation under the Plan in accordance with Section 12.07 of the Plan; however, employees of the employer retain account balances under this plan. No further election is required. Please sign and return this Adoption Agreement to MMBB.
3.  The Adopting Employer is providing Rollover Accounts under The Annuity Supplement in accordance with Section 4.09 of the Plan as indicated by the election to this Adoption Agreement below.

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*If you are currently joining or participating in The Annuity Supplement please check circle 1. If you are no longer participating in The Annuity Supplement but your employees have accounts with MMBB, please circle 2. If you are joining The Annuity Supplement to provide employees with the opportunity to Rollover funds from another retirement plan check circle 3.*

### B. ELIGIBILITY

1.  The Adopting Employer elects to use the eligibility rules set forth in Section 3.01 of the Plan which generally provides that any lay Employee of a participating Employer or a minister or missionary who is an Employee or who is self-employed as provided under Code Section 414(e)(5) shall be eligible to participate in the Plan subject to completing a Salary Reduction Agreement.
  2.  The Adopting Employer elects to limit participation in the Plan to the following employee classifications, subject to applicable law:\*
- Ordained ministers  Lay employees
  - Requires employees to work \_\_\_\_\_ hours per week to participate in the Plan
  - Requires employees to wait \_\_\_\_\_ months/year(s) before participating in the Plan
  - Adopting Employer's other eligibility guidelines:

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*If the employer elects to use the eligibility rules outlined in the Plan document check box 1. If the employer elects to limit participation to certain employee classifications, check box 2 and identify the alternative eligibility rules that will apply.*

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**IF THE EMPLOYER CHOOSES NOT TO PARTICIPATE IN OTHER PLANS, PLEASE PROCEED TO THE SIGNATURE SECTION (SECTION VI).**

**VI. Agreement (all employers must complete this section in full)**

By signing this agreement the Adopting Employer acknowledges and agrees:

- Premiums will be received by MMBB in a timely manner in accordance with the final 403(b) regulations, but no later than the 15th business day following the end of the month in which the amount would have otherwise been credited or otherwise paid to the participant.
- To notify MMBB of an employee’s termination of employment, retirement, disability or death.
- To authorize MMBB or its delegate to share participant information with other vendor(s) where appropriate and necessary. Such information includes the coordination of loan, contribution limits, and distribution requests among all 403(b) arrangements covering the Adopting Employer’s employees. The Adopting Employer understands it should provide information on any other such arrangements to MMBB.
- To the extent the Adopting Employer maintains other 403(b) arrangements in addition to those maintained at MMBB in years following December 31, 2008, the Adopting Employer understands it bears ultimate responsibility for the coordination of the legal limits applicable to individual employees.
- To notify MMBB and complete a new Adoption Agreement if there are any changes to participation, eligibility or premiums (employer contributions or employer match contributions) or the vesting schedule provided if applicable.
- If applicable to perform nondiscrimination testing in accordance with the rules as outlined in the applicable Plan document.

By checking this box Adopting Employer acknowledges receipt of the Plan Document(s) for the plan(s) in which they have enrolled.

*(This Adoption Agreement must be signed by an authorized representative of the church, such as the Treasurer, but not a member of the staff eligible to participate in the plan, e.g., the pastor.)*

Employer Authorized Signature	
Print Name	Date
Title	

\* Please note that nondiscrimination testing requirements, including universal availability, applicable to a Participating Employer who is not either a church as defined in Code Section 3121(w)(3)(A) or a qualified church controlled organization under Code Section 3121(w)(3)(B) may apply and restrict a Participating Employer’s discretion in maintaining alternative eligibility and participation terms and conditions.

**Please return this completed form to:**

**MMBB Financial Services**

475 Riverside Drive, Suite 1700 New York, NY 10115-0049  
Phone: 800.986.6222 Fax: 800.986.6782 Web: www.mmbb.org