

## Diocese of Winona Lay Employee Retirement Plan

Type of Plan:	Tax Deferred 403(b) - <i>Lincoln Alliance</i> ®
Eligibility:	Employees, age 21 or older, who are normally scheduled to work 20 or more hours per week. Participation is effective at date of hire for eligible employees.
Employer Discretionary Contribution:	3% of employee's wages.
Employee Elective Deferral:	Participant may contribute, via payroll deduction, from 1% to 100% of his/her wages up to the annual IRS limits. Participant may change his/her elective deferral percentage effective the first day of any given month.
Employer Matching Contribution:	1% of employee's wages if the employee contributes 1%; 2% of employee's wages if the employee contributes 2%; 3% of the employee's wages if the employee contributes 3% or more; otherwise 0%.
Vesting - Employer Contributions:	20% vesting (ownership) per full year of eligible employment. Participant is 100% vested after 5 years.
Vesting - Employee Contributions:	Participant is always 100% vested in his/her elective deferral contributions.
Investments Options:	Participant directs all contributions to a variety of widely-recognized mutual funds. Participant also has the option to select a <i>LifeSpan</i> ® asset allocation model, which provides allocation among the various investment options, based on a targeted retirement date. Participant may change investment options at any time.
Default Investment Election:	Participants who do NOT make individual investment elections for their contributions will automatically be invested in a <i>LifeSpan</i> ® Target Date Model based on the participant's date of birth and the date closest to when the participant will reach the plan's normal retirement age of 65.
Withdrawal of Funds:	Participant may be eligible to withdraw money from the vested account balance when the following events occur: <ul style="list-style-type: none"><li>- Reach age 59½</li><li>- Upon retirement</li><li>- Upon death</li><li>- Upon total and permanent disability</li><li>- A financial hardship, as defined by IRS guideline</li></ul> - No longer employed within the Diocese of Winona <i>Please note that distribution restrictions may apply to certain accounts under each of the above events. Taxes will be due upon distribution and if taken before age 59½, may be subject to an additional 10% federal tax penalty.</i>

Loans: Participant may borrow from his/her elective deferral account balance. Minimum loan amount is \$1,000 and only one loan may be outstanding at a time. Loan must be repaid within 5 years, except loans used to purchase primary residence.

Fees: The mutual funds in this program contain operating expenses just like all mutual funds.

### **How to Enroll**

1. Complete the Salary Reduction Agreement, indicating the percentage of your wages that you choose to contribute (from 0% - 100%) to the plan each payroll.
2. Return the Salary Reduction Agreement to the person who handles payroll at your parish/school/cemetery/institution.
3. Your parish/school will provide the necessary data to the Diocese of Winona to set up your account with *Lincoln Alliance*<sup>®</sup>.

### **Account Access**

*Lincoln Alliance*<sup>®</sup> will mail you a letter containing instructions to access your account by phone and on the internet.

1. Phone – toll free @ 1-800-234-3500
  - The last four digits of your Social Security number is required to access your account.
  - You will be given prompts in the call to complete registration.
2. Internet - [www.LincolnAlliance.com](http://www.LincolnAlliance.com)
  - When in the website click on “Register Now” where you will register and establish a user name and password.

When accessing your account for the first time, either by phone or by internet, you should:

1. Make your investment choices
2. Make your beneficiary elections

## **Lincoln Alliance Program<sup>®</sup> Contact Information**

CUSTOMER SERVICE  
**1-800-234-3500**  
Mon - Fri 7 am - 7 pm  
24 Hour Voice Response  
[www.lincolnalliance.com](http://www.lincolnalliance.com)

RETIREMENT CONSULTANT  
Colin Hohman  
Phone: 612-308-2413  
Fax: 260-455-9534  
E-mail: [colin.hohman@lfg.com](mailto:colin.hohman@lfg.com)