

## Diocese of Winona-Rochester

### 403(b) Lay Employees Retirement Plan

#### Information for Terminating/Retiring Participants

##### What types of contributions are in my 403(b) account?

There are two sources of contributions that have been made to your diocesan 403(b) lay retirement plan:

1. **Employee Contributions:** The contributions you personally made to the plan are 100% vested (owned by you).
2. **Employer Contributions:** The contributions made to your account by your employer are 20% vested (owned by you) per full year of covered employment. The vesting schedule of the Diocese of Winona-Rochester Plan is 20% per year, with full vesting after 5 years or upon reaching age 60, whichever occurs first.

##### What happens to my vested 403(b) account balance?

Terminated participants have the following options for their vested 403(b) account balance:

1. **Distribution** – You may request a distribution of funds from your vested account balance.
  - a. **Pre-Tax Contributions (Traditional):** The distribution will be considered taxable income in the year of distribution and a 20% federal tax will be withheld from the distribution. Early withdrawal penalties of 10% may also apply if you are below 59 ½ years of age.
  - b. **After-Tax Contributions (Roth):** The distribution will not be considered taxable income in the year of distribution if your account has been held for at least five years and you are at least age 59 ½. Early withdrawal penalties of 10% may also apply if you are below 59 ½ years of age.
2. **Direct Rollover or Transfer** – You may request a transfer of your vested balance to another qualified retirement plan or an individual IRA.
3. **Maintain your account** - Terminated participants with a vested balance of less than \$5,000 will have their vested account balance automatically transferred to a Lincoln Small Account IRA if they do not initiate a distribution, direct rollover, or transfer. Terminated participants with a vested account balance of \$5,000 or greater may choose to retain their vested balance in the plan for future distribution. Participants must begin to take a distribution from the plan at age 73, called Required Minimum Distribution (RMD).

##### Who do I contact and where can I obtain the necessary forms?

First determine which Lincoln retirement account(s) you have; you may have one account or two separate accounts depending on your individual situation. Although all accounts are through Lincoln, each type of account has different contact information and different forms to

complete for account distribution or transfer. Quarterly statements are provided to participants and you may also refer to those statements to determine which account(s) you have a balance in.

Please keep the following items in mind when contacting Lincoln regarding your account(s):

- Effective 3/1/2010, all employee and employer contributions to the 403(b) retirement plan have been invested in the **Lincoln Alliance Program**<sup>®</sup>
- Prior to 3/1/2010, all employee and employer contributions to the 403(b) retirement plan were invested in **Lincoln Multi-Fund**<sup>®</sup> **Annuity**. Participants with Multi-Fund<sup>®</sup> accounts were given the opportunity to complete contract exchange paperwork to transfer those assets to the Lincoln Alliance Program<sup>®</sup>.

### **Lincoln Contact Information**

To obtain information on your account(s) and plan forms, please use the following:

#### **Diocese of Winona-Rochester 403(b) Lay Retirement Plan Retirement Consultant:**

**Zaina Mujtaba**

Email: [zaina.mujtaba@lfg.com](mailto:zaina.mujtaba@lfg.com)

Phone: 708-310-9756 Mobile

#### **Lincoln Alliance Program**<sup>®</sup> (Effective April 1, 2018)

CUSTOMER SERVICE

**1-800-234-3500**

Mon - Fri 7 am - 7 pm

24 Hour Voice Response

[www.LFG.com](http://www.LFG.com)

#### **Lincoln Multi-Fund**<sup>®</sup> **Annuity**

CUSTOMER SERVICE

**1-800-454-6265**

Mon - Fri 7 am - 7 pm

24 Hour Voice Response

[www.LFG.com](http://www.LFG.com)

MAILING ADDRESS

The Lincoln National Life Insurance Company

Attention - Annuities Operations

PO Box 2340

Fort Wayne, IN 46801-2340