

November 2009

Dear Administrator:

Accompanying this letter is a sample of an improved pension Assessment Notice, which reflects enhancements suggested by you. This new notice is a more legible, user-friendly and informative tool for use when remitting payments and changes to the Pension Fund.

These enhancements include:

- Landscape format allows for larger print space and additional information
- Larger font provides ease of reading
- **Instructions and Definitions** – should be used as a reference to assist with your payment process. *Please retain a copy for your records.*
- **Section 1 Pension Assessment Notice** – now includes termination dates and applied credits
- **Section 2** - remains unchanged and should still be returned with your payment
- **Section 3 Compensation Details/Changes – only return if reporting changes**
 - Compensation details boxed for ease and accuracy of reporting
 - Additional fields for reporting end of employment
 - Signature of Church Representative is now required when reporting changes
- **Section 4 Credits** - newest and most exciting part of the improved Assessment Notice
 - Identifies all credits existing on your account
 - Details how credits were applied to other individuals within your account, reducing the overall amount due
 - With each assessment cycle, credits from terminated individuals will be automatically applied to any open balances.
 - Displays credits available for refund or to be applied to future assessments
 - Section will only appear if there is credit activity on your account

This new Assessment Notice will be available in January 2010. We at the Fund are excited about the enhancements to the notice and believe that they will be of benefit to you. This information will also be posted on our website, www.cpg.org.

Should you have any questions or concerns, representatives are available by phone at (866) 802-6333, Monday through Friday, 8:30am – 7:00pm (ET), excluding holidays.

Sincerely yours,

Retirement Program and Services