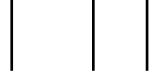


Diocese of Anywhere  
123 Episcopal Street  
Anywhere, AA 12345-6789



SAMPLE

## Instructions & Definitions

- This Assessment Notice contains information for those participants listed in Section 1. Please do not modify Section 2 or submit changes in Section 3 for participants who are not listed in Section 1. Visit [www.cpg.org/formspublications](http://www.cpg.org/formspublications) to print the necessary forms for new participants or participants who are not listed within this Assessment Notice. These forms and any other correspondence should be sent to The Church Pension Fund at 445 Fifth Avenue, New York, NY 10016.
- Please return Section 2 in the enclosed envelope with your check payable to The Church Pension Fund and include your Source Number on your check.
- See Section 3 for details of Total Assessable Compensation and to report changes in compensation and/or the end of employment for those individuals listed.
- If applicable, information about credits related to your account can be found in Section 4.

### If Any Items of Compensation Have Changed

- Please pay as billed. Any adjustments will be reflected on your next Assessment Notice as Employment Adjustments.
- Report any new compensation amounts for each category in Section 3. Return the signature page with any reported changes.

### How Assessments Are Calculated and Billed

Assessments are due upon receipt of this notice. Interest may be charged on assessments that are not paid within 90 days of the due date. Annual assessments are calculated based on the employee's Total Assessable Compensation, which consists of:

- **Cash Salary** is the stipend paid, including bonuses, fees, one-time cash payments, tuition paid for dependents, severance, and any salary reduction arrangements used to fund a tax sheltered annuity or other 403(b) account.
- **Social Security tax reimbursement** is compensation the employer provides to offset the cleric's self-employment (SECA) taxes. The reimbursement may be a fixed dollar amount or a percentage of the cleric's cash salary.
- **Utilities** are allowances received to cover the cost of utility bills, such as fuel, gas (for cooking and heating), electricity, cable service and home telephone service or the amount the employer pays for utilities on a cleric's behalf.
- **Housing** is the allowance received for this purpose. It is important for us to know whether or not housing is provided and if so, how it is provided. Please do not write-in a dollar amount in Section 3 unless indicated below.
  - If housing is provided rent-free, the assessable housing allowance is calculated at 30% of the sum of the cash stipend, Social Security (SECA) reimbursements, and utilities. (Select 'Y' in Section 3 if reporting this as a change.)
  - If both housing and meals are provided, the assessable housing allowance is calculated at 40% of the sum of the cash stipend, Social Security reimbursements, and utilities. (Select 'Y' in Section 3 if reporting this as a change.)
  - If a cash or equity housing allowance is received, the assessable housing allowance is the actual dollar amount received. (Select 'Y' in Section 3 and enter the dollar amount for the allowance if reporting this as a change.)
  - If housing or housing and meals are provided rent-free and an additional cash housing allowance or cash housing equity allowance is received, for pension purposes the value of the assessable housing is calculated at 30% (when only housing is provided) or 40% (if both housing and meals are provided) of the sum of the cash stipend, Social Security reimbursement, and utilities. The Total Assessable Compensation is then equal to the calculated value of the housing plus the actual cash housing allowance or cash housing equity allowance received plus all other cash compensation. (Select 'Y' in Section 3 and enter the dollar amount for the allowance if reporting this as a change.)
  - If compensation is received from more than one church employer, but only one provides housing, compensation from all of the qualified employers is assessed for a proportionate share of the housing.
  - **Miscellaneous Compensation** is other assessable compensation paid to the cleric not covered in a category above.

*The Clergy Pension Plan ("the Plan") strictly prohibits the employer from paying assessments on an amount in excess of the cleric's Total Assessable Compensation as determined in accordance with the Plan rules summarized above. The Church Pension Fund reserves the right to request support for the Total Assessable Compensation reported to the Fund at any time.*

### Employment Adjustments & Applied Credits

- Employment Adjustments reflect any employment changes, including compensation changes, that require us to modify assessment amounts that had previously been billed.
- In the event of an overpayment, we will attempt to apply overpaid funds to other participants within your source. If successful, the details will be reported as applied credits.

### If Employment Has Ended

- Provide the employee's name and date on which compensation ended, or will end, in Section 3. The date compensation ended should include the effect of any vacation or severance pay because these items are treated as assessable income for pension purposes. Any resulting overpayment will be detailed in Section 4.
- When an individual's employment has ended but his or her record is still shown on the notice, the date employment ended (Termination Date) will be displayed throughout the notice for informational purposes.

### Questions Regarding This Assessment Notice

For questions, please call Pension Services at (866) 802-6333, Monday - Friday 8:30am - 7:00pm (ET), excluding holidays.

*Please note that this document is provided to you for informational purposes only and should not be viewed as investment, tax or other advice. In the event of a conflict between the information contained in this document and the official plan document, the plan document will govern. The Church Pension Fund and its affiliates retain the right to amend, terminate or modify the terms of any benefit plans described in this document at any time, without notice and for any reason.*

# Pension Assessment Notice

Please refer to the Instructions & Definitions on page 2 while reviewing this Assessment Notice.

## 1 Section 1: Keep For Your Records

Internal Use Only: CLER

Diocese of Anywhere  
123 Episcopal Street  
Anywhere, AA 12345-6789

<b>Source Number:</b>	DANY
<b>Invoice Date:</b>	07/01/2009
<b>Period Covered:</b>	07/01/2009 to 09/30/2009
<b>Total Due:</b>	\$16,284.56

ID	Participant Name	Total Assessable Compensation	Current Assessment	Past Due Amount*	Employment Adjustments	Applied Credits	Termination Date	Assessment Amount Due
000000	The Rev. Jackie Bollinger	\$88,400.00	\$3,978.00	\$0.00	\$0.00	\$(3,978.00)		\$0.00
111111	The Rt. Rev. Douglas Flack	\$134,660.00	\$6,059.70	\$0.00	\$0.00	\$(1,379.17)		\$4,680.53
222222	The Rev. Terri Warren	\$70,000.00	\$3,150.00	\$0.00	\$0.00	\$(1,379.17)		\$1,770.83
333333	The Rev. Kristin Collins	\$76,500.00	\$3,442.50	\$0.00	\$0.00	\$(1,379.17)		\$2,063.33
444444	The Rev. Nathan Shew	\$17,500.00	\$0.00	\$0.00	\$(787.50)	\$0.00	06/30/2009	\$0.00
555555	The Rev. George Bradshaw	\$109,560.00	\$4,930.20	\$0.00	\$0.00	\$(1,379.17)		\$3,551.03
666666	The Rev. Dr. Henry Edwards	\$124,400.00	\$5,598.00	\$0.00	\$0.00	\$(1,379.16)		\$4,218.84
777777	The Rev. Helena Simmons	\$46,750.00	\$2,103.75	\$1,764.70	\$0.00	\$(3,868.45)		\$0.00
888888	The Rt. Rev. Lucas Sullivan	\$16,666.67	\$750.00	\$0.00	\$0.00	\$(750.00)		\$0.00
999999	The Rev. Dr. Margaret Shields-Peterson	\$21,667.67	\$975.00	\$0.00	\$0.00	\$(975.00)		\$0.00
<b>Column Totals</b>		<b>\$706,104.34</b>	<b>\$30,987.15</b>	<b>\$1,764.70</b>	<b>\$(787.50)</b>	<b>\$(16,467.29)</b>		<b>\$16,284.56</b>

<b>Past Due Amount:</b>	\$1,764.70
<b>Current Assessments:</b>	\$30,987.15
<b>Employment Adjustments:</b>	\$(787.50)
<b>Applied Credits:</b>	\$(16,467.29)
<b>Total Amount Due:</b>	\$16,284.56

\* May not reflect any payments received after the 1st of the current month.



SAMPLE



<b>Source Number:</b>	DANY
<b>Invoice Date:</b>	07/01/2009
<b>Period Covered:</b>	07/01/2009 to 09/30/2009
<b>Total Due:</b>	\$16,284.56

## 2 Section 2: Return With Your Payment

- Make your check payable to The Church Pension Fund. Please pay as billed. Any employment adjustments and applied credits will be reflected on your next Assessment Notice.
- Include your Source Number on your check.
- Please do not use this form to pay for anyone other than the participants named below.
- Return Section 2 with your payment in the enclosed envelope to:

Church Pension Fund  
 75 Remittance Drive, Suite 6121  
 Chicago, IL 60675-6121

<b>Past Due Amount:</b>	\$1,764.70	<b>Total Amount Due:</b>	<b>\$16,284.56</b>
<b>Current Assessments:</b>	\$30,987.15	<b>Due Date:</b>	<b>Immediately Upon Receipt</b>
<b>Employment Adjustments:</b>	\$(787.50)	For Internal Use Only:	CLER
<b>Applied Credits:</b>	\$(16,467.29)		
<b>Ending Balance:</b>	\$16,284.56		

Participant ID	Participant Name	Total Amount Due
000000	The Rev. Jackie Bollinger	\$0.00
111111	The Rt. Rev. Douglas Flack	\$4,680.53
222222	The Rev. Terri Warren	\$1,770.83
333333	The Rev. Kristin Collins	\$2,063.33
444444	The Rev. Nathan Shew	\$0.00
555555	The Rev. George Bradshaw	\$3,551.03
666666	The Rev. Dr. Henry Edwards	\$4,218.84
777777	The Rev. Helena Simmons	\$0.00
888888	The Rt. Rev. Lucas Sullivan	\$0.00
999999	The Rev. Dr. Margaret Shields-Peterson	\$0.00



SAMPLE



<b>Source Number:</b>	DANY
<b>Invoice Date:</b>	07/01/2009
<b>Period Covered:</b>	07/01/2009 to 09/30/2009
<b>Total Due:</b>	\$16,284.56

### 3 Section 3: Compensation Details and Reporting of Changes

- Report the new compensation amounts for each category of compensation in the blank fields provided. For details on the compensation categories, please refer to the Instructions & Definitions on page 2.
- Only return this section (Section 3) if there are changes to report.
- Return the signature page with any reported changes.
- Any employment adjustments and applied credits will be reflected on your next Assessment Notice.
- Any resulting overpayment will be detailed in Section 4.
- To report new employees, complete a separate New Assignment Notice. Visit [www.cpg.org/formspublications](http://www.cpg.org/formspublications) to obtain a copy of the New Assignment Notice.**

Participant	Effective Date	Cash Stipend	Social Security	Utilities	Housing Cash Allowance	Housing Equity Allowance	Housing Provided	Room & Board	Misc. Comp.
000000 The Rev. Jackie Bollinger	01/01/2008	\$54,500.00	\$0.00	\$0.00	\$33,900.00	\$0.00	Yes	No	\$0.00
Enter Changes Here →	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
111111 The Rt. Rev. Douglas Flack	01/01/2008	\$74,660.00	\$0.00	\$0.00	\$60,000.00	\$0.00	Yes	No	\$0.00
Enter Changes Here →	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
222222 The Rev. Terri Warren	06/23/2008	\$46,000.00	\$0.00	\$0.00	\$24,000.00	\$0.00	Yes	No	\$0.00
Enter Changes Here →	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
333333 The Rev. Kristin Collins	01/01/2008	\$62,100.00	\$0.00	\$0.00	\$14,000.00	\$0.00	Yes	No	\$0.00
Enter Changes Here →	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
555555 The Rev. George Bradshaw	09/01/2008	\$76,960.00	\$0.00	\$0.00	\$32,600.00	\$0.00	Yes	No	\$0.00
Enter Changes Here →	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	_____



<b>Source Number:</b>	DANY
<b>Invoice Date:</b>	07/01/2009
<b>Period Covered:</b>	07/01/2009 to 09/30/2009
<b>Total Due:</b>	\$16,284.56

Participant	Effective Date	Cash Salary	Social Security	Utilities	Housing Cash Allowance	Housing Equity Allowance	Housing Provided	Room & Board	Misc. Comp.
666666 The Rev. Dr. Henry Edwards	01/01/2008	\$88,400.00	\$0.00	\$0.00	\$36,000.00	\$0.00	Yes	No	\$0.00
Enter Changes Here →	_____	_____	_____	_____	_____	_____	__ Y __ N	__ Y __ N	_____
777777 The Rev. Helena Simmons	09/01/2008	\$23,375.00	\$0.00	\$0.00	\$23,375.00	\$0.00	Yes	No	\$0.00
Enter Changes Here →	_____	_____	_____	_____	_____	_____	__ Y __ N	__ Y __ N	_____
888888 The Rt. Rev. Lucas Sullivan	01/01/2009	\$16,666.67	\$0.00	\$0.00	\$0.00	\$0.00	No	No	\$0.00
Enter Changes Here →	_____	_____	_____	_____	_____	_____	__ Y __ N	__ Y __ N	_____
999999 The Rev. Dr. Margaret Shields-Peterson	01/01/2008	\$21,667.67	\$0.00	\$0.00	\$0.00	\$0.00	No	No	\$0.00
Enter Changes Here →	_____	_____	_____	_____	_____	_____	__ Y __ N	__ Y __ N	_____

**Report End of Employment**

- Provide the participant's ID, name, and date on which compensation ended. For details on how to determine when compensation has ended, see the Instructions & Definitions on page 2.
- Any resulting overpayment will be detailed in Section 4.

Participant ID: \_\_\_\_\_ Participant Name: \_\_\_\_\_ Date Compensation Ended: \_\_\_\_\_

Participant ID: \_\_\_\_\_ Participant Name: \_\_\_\_\_ Date Compensation Ended: \_\_\_\_\_

Participant ID: \_\_\_\_\_ Participant Name: \_\_\_\_\_ Date Compensation Ended: \_\_\_\_\_

Church Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Section 4! The newest and most exciting part of your improved assessment notice!**

This new section will allow you to review all credits on your account. It will also show how we were able to apply those credits to other individuals. Lastly, it will show you the credits available to be applied to future assessments or refunded to you.

Source Number:	DANY
Invoice Date:	07/01/2009
Period Covered:	07/01/2009 to 09/30/2009
Total Due:	\$16,284.56

**4 Section 4: Credits**

**Applied Credits**

The following credits have been transferred from the original participant(s) to their current assessment balance or to other participants, generally within your source.

ID	Participant Name	Employment Status	Termination Date	Credit Amount	Credit Applied To:	Available Credit Balance:**
000000	The Rev. Jackie Bollinger	Active		\$4,672.89	\$2,489.29 - The Rev. Helena Simmons	\$2,183.60
111222	The Rev. Brian Thomason	Terminated	10/31/2007	\$10,000.00	\$1,379.17 - The Rt. Rev. Douglas Flack \$1,379.17 - The Rev. Terri Warren \$1,379.17 - The Rev. Kristin Collins \$1,379.17 - The Rev. George Bradshaw \$1,379.16 - The Rev. Dr. Henry Edwards \$1,379.16 - The Rev. Helena Simmons \$750.00 - The Rt. Rev. Lucas Sullivan \$975.00 - The Rev. Dr. Margaret Shields-Peterson	\$0.00

*This section details how credits have been applied within your account.*

**Credit Balance represents the remaining credits available for future distribution or refund.**

\*\* See Available Credits section for instructions regarding the available credit balance for your account.

**Available Credits**

The following participants have associated credits. Please contact us at (866) 802-6333 if these credits should be applied to other participants or if the funds should be refunded. These credits should not affect your payment for this billing cycle. If no action is taken, then the monies will be applied as future billing cycles are processed.

ID	Participant Name	Employment Status	Termination Date	Available Credit Balance:
000000	The Rev. Jackie Bollinger	Active		\$2,183.60



SAMPLE

