



## Acknowledgement Letter

If you currently do not have eligible lay employees (those scheduled to work a minimum of 1,000 hours annually) and do not wish to adopt a lay employee pension plan at this time, please complete this form.

Please fax the completed form to (877) 432-9274 attention Client Engagement. You may also scan and email the completed form to [layplans@cpq.org](mailto:layplans@cpq.org). If you wish to mail the form, please send to:

The Church Pension Fund Attention: Lay Pension Administration 445 Fifth Avenue New York, NY 10016

Please contact The Church Pension Fund's Client Engagement team at (800) 936-7349 8:30 AM to 8:00 PM ET Monday through Friday (excluding holidays), if you have any questions.

Name of Diocese: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of contact person & title: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

By signing below, I acknowledge that the Employer currently does not have eligible lay employees. The Employer agrees (1) to contact the Church Pension Fund when a lay employee is hired and/or scheduled to work 1,000 hours annually and (2) to adopt a lay employee pension plan at that time.

EXECUTED:

By:

Title:

Date:

*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 annuity contracts or the Official Plan Documents, the annuity contracts and Official Plan Documents 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.*