



## RETIREMENT CONTRIBUTION TRANSMITTAL GUIDELINES

### **WHAT IS A DATA REPORT?**

A contribution *Data Report* is a document (suggested format *Microsoft Word* or *Excel*) furnished with all retirement contributions indicating *whom the contribution is for, how much the contribution is and what type of contribution is being made*. Again, a *Data Report* **must be** submitted for all participants making retirement contributions, or for whom a Foursquare employer has made contributions, at any time during a month. Contributions are processed twice monthly.

*Data Reports* must include this information:

- Payroll Month(s) being reported
- Check Number
- Church Name and Church Code
- First Name, Middle Initial, Last Name
- Social Security Number (*First 5 digits ONLY*)
- Full Mailing Address (*where do you want personal statements sent?*)
- Date of Hire (*original hire or licensing date*)
- Date of Birth
- Date of Termination (*applicable only when participant leaves your employment*)
- Minister/Employee Pre-tax (*voluntary contribution withheld from salary – reduces present taxable income*)
- Minister/Employee After-tax (*voluntary contribution from salary – does not reduce present taxable income*)
- Employer Match amount (*church/ministry matching contribution to the participant's contribution from salary*)
- Employer Discretionary amount (*employer contribution made by church/ministry regardless if minister/employee contributes*)
- Non-compensated Minister After-tax (*plus personal check number*)\*

\* *If the participant is a non-compensated, licensed minister and is making contributions to the Plan from income earned through other sources or employment, the contribution cannot be tax deductible and must be reported on this line of the Data Report. For additional details regarding Plan participation by non-compensated licensed ministers, contact Foursquare Retirement Services.*

## SAMPLE DATA REPORT

Centertown Foursquare #55555  
(111)222-3333

February 2002  
Chk # 2316

SSN:	027-11-xxxx	599-99-xxxx	111-83-xxxx
Name:	Sandy Beach	Kelly Greene	Dusty Rhoades
Address:	9 Dockside Lane	5978 Emerald Place, #12	321 East Street
City, ST Zip:	Intown, ST 00009	Downtown, ST 00011	Midtown, ST 00010
Date of Hire:	12/2/1963	01/10/2002	9/1/77
Date of Birth:	5/31/1940	2/27/1971	12/25/1956
Date of Termination:	02/26/2002		
Pre-tax from Pay:	\$100.00		
Post-tax from Pay:		\$187.12	
Church Match:	\$50.00	\$50.00	
Church Discretionary:			\$50.00
Non-Compensated Minister After-tax:			\$32.41 (Chk # 301)

### ***WHERE DO I SEND MY DATA REPORTS?***

Please submit your Data Reports to Foursquare Retirement Services via one of the following:

(US mail) Foursquare Retirement Services  
PO Box 26902  
Los Angeles, CA 90026-0176

(e-mail) retirement@foursquare.org

(facsimile) (213) 989-4560

### ***HOW & WHERE DO I SEND MY RETIREMENT CONTRIBUTIONS VIA CHECK?***

- Contribution checks should be payable to **ICFG Retirement Plan** and sent directly to:

**International Church of the Foursquare Gospel**  
**File 56186**  
**Los Angeles, CA 90074-6186**

- If your Church Code is not pre-printed on your checks, please write the Church Code on the memo line. If you are a chaplain, evangelist, self-employed or non-compensated licensed minister, please indicate this on your personal or ministry check.
- Please do not write Social Security Numbers or Participant Names on the check

## SAMPLE CONTRIBUTION CHECK

Your Foursquare Church	000
Street Address	00-00/000
City, State Zip	Date _____
Pay to the	
Order of <u>ICFG Retirement Plan</u> or <u>ICFG Retirement Fund</u>	\$ _____
	_____ DOLLARS
Bank of Your Town	
memo / for <u>YOUR CHURCH CODE</u>	_____

### ***WHAT IF I USE A PAYROLL SERVICE OR WANT TO SEND CONTRIBUTIONS ELECTRONICALLY?***

For those churches/ministries using payroll services, or who would like to set up Electronic Fund Transfers should use the following Wire Instructions:

Bank of America  
525 South Flower Street  
Los Angeles, CA 90071

**ABA 121000358\***

For credit to account #14596-07630 in the name of the *ICFG Retirement Plan*.

(\*This ABA routing number is also for Electronic Fund "ACH" Transfers)

### ***FINALLY, WHAT MISTAKES SHOULD BE AVOIDED AT ALL TIMES?***

- ***PLEASE DO NOT MAIL DATA REPORTS ALONG WITH CONTRIBUTION CHECKS TO THE FILE 56186 ADDRESS.***
- ***PLEASE... DO NOT MAIL OR MAKE CONTRIBUTION CHECKS PAYABLE TO LINCOLN NATIONAL LIFE, ADMINISTRATIVE MANAGEMENT GROUP, YOUR ADMINISTRATIVE RESOURCE CENTER, FOURSQUARE CENTRAL OFFICE OR BANK OF AMERICA.***
- ***PLEASE REMEMBER... FILE 56186 IS TO BE USED ONLY FOR YOUR FOURSQUARE RETIREMENT PLAN CONTRIBUTION CHECKS... DO NOT INCLUDE YOUR TITHE, MISSIONS OFFERINGS, COUPONS OR CHECKS FOR THE FOURSQUARE LOAN FUND OR FOURSQUARE INSURANCE DEPARTMENT.***