

## Employment Change Form New Assignment Notice & Change in Compensation

### Employee Information

Legal Name:

First MI Last

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Mailing Address

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City State Zip

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Social Security # (last 4 digits) Date of Birth

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Diocese (Canonical Residence)

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Employee information updated?  Yes  No

### Employment Information

Employer Name

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Mailing/Billing Address

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City State Zip

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Employee's Title Effective Date of Change

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#### Reason for change:

Compensation Change  New Assignment/Hire  Change in Employment Status  Termination  Retirement

Hours expected to work per year \_\_\_\_\_

### Compensation

Other than a one-time payment, list all amounts on an **annual basis**. For explanations, see the instructions on the next page.

\$	\$	Employer-provided housing? <input type="checkbox"/> Yes <input type="checkbox"/> No (Check Yes if employer provides <b>physical housing</b> for the employee)
Base salary (excluding housing) and scheduled taxable cash payments	Cash housing allowance and/or utilities	

\$	\$
Employer contributions to a qualified or non-qualified plan	One-time payments

Send assessment bills to:  Employer  Diocese

Previous Employer Date Compensation Ended

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Employer's Signature Date

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Print Name Title

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Employee's Signature Date ID# (CPF use)

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### Submit the completed and signed form to:

**The Church Pension Fund, 19 East 34th Street, New York, NY 10016, Attn: Client Services or email to [admin-assist@cpfg.org](mailto:admin-assist@cpfg.org).** If you have any questions, call us at (866) 802-6333, Monday – Friday, 8:30AM – 8:00PM ET (excluding holidays).

*Please note that this document is provided for informational purposes only and should not be viewed as investment, tax or other advice. In the event of a conflict between this document and the official plan documents, the 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.*

## Employment Change Form New Assignment Notice & Change in Compensation

### Use this form when\*:

- A cleric or lay employee begins an assignment or changes employers, including initial employment with an Episcopal employer
- A cleric's or lay employee's employment status change to make him/her eligible (or ineligible) for benefits
- A cleric or lay employee is terminated, including due to retirement
- A cleric or lay employee's compensation changes
- A one-time payment is made

### Who should complete the form\*:

- Administrators or representatives of employers providing the compensation or housing reported on the form

### Key Terms

- **Employee Information:** Complete using the current information for the cleric or lay employee and indicate whether an update is being made
- **Employment Information:** Complete the information about the employer, the cleric's or lay employee's position, scheduled hours, and/or updated compensation.
  - **Effective Date of Change:** The effective date of the new position, status change, termination, retirement, and/or compensation change
- **Compensation:** Compensation is used to determine Total Assessable Compensation\*\*, which is the basis for determining the amount paid by employers in assessments for the defined benefit pension plans (Lay DB and Clergy Pension Plan) and/or the compensation used to calculate employer and employee contributions to the defined contribution plans (Lay DC and RSVP). Note that the definition of compensation for a defined benefit plan versus a defined contribution plan is different. For more information, see [www.cpg.org](http://www.cpg.org).

Enter the amounts described below. **Please complete all fields**, even if the compensation for that category has not changed. Except for One-Time Payments, show all amounts on an annual basis.

- **Base salary (excluding cash housing allowance) and scheduled taxable cash payments:** Includes base salary (excluding, for clergy, the amount designated as a cash housing allowance), Social Security tax reimbursements, employer-paid tuition for dependents (if taxable), and other scheduled taxable income.
- **Cash housing allowance and/or utilities:** Includes actual cash paid for housing, housing expenses, and/or utilities, even if the employee receives housing rent-free. For clergy, this also includes the amount of a cleric's base salary that has been designated as a housing allowance.
  - Utilities – Amounts paid by the employer to cover the cost of utility bills, including but not limited to fuel, gas and electricity, or amounts paid on the employee's behalf.
- **Employer-provided housing:** Indicate whether physical housing, either owned or rented directly by the employer, is provided to the employee.
  - Employer-provided housing is considered compensation even if no cash compensation is paid.
- **Employer contributions to a qualified or non-qualified plan:** Includes employer contributions to a qualified defined contribution plan, such as a 403(b) or 401(k), and/or to a non-qualified deferred compensation plan or arrangement (whether funded or not). (May have been previously known as Housing Equity Allowance.)
- **One-time payments:** Includes one-time cash payments, such as bonuses or overtime.

\* Corrections to compensation and/or employment records will only be accepted for two years immediately preceding the current calendar year unless interest is paid on any assessment that becomes payable to The Church Pension Fund as a result of a correction.

\*\* Any form of severance (including pay continuation following a termination of employment) should be excluded in all cases.