

1 PARTICIPANT INFORMATION

Full Legal Name

Date of Birth

Social Security Number

2 EMPLOYER INFORMATION

Employer Name

Address

City

State

Zip

Phone Number

Email Address

3 TERMINATION INFORMATION*Employees will not be able to close their account until all contributions have been credited.*

Date of termination _____

Date final contribution was or will be sent electronically or mailed _____**EMPLOYMENT STATUS***Select one of the following to the best of employer's knowledge regarding the employee's status.*

- The employee has ceased employment with all Assemblies of God (AG) non-profit employers
- The employee is now employed at the following AG non-profit employer:

Employer's Name

City

State

4 VESTING INFORMATION*Select one.*

- Employer plan does not have a vesting schedule
- Employee is _____% vested according to the employer's written plan and vesting schedule, if applicable
- Employee is _____% vested according to a special approved vesting schedule (only if permitted by written plan)
(This option is not available for highly compensated employees of an organization which is a nonqualified church-controlled organization)

5 EMPLOYER CERTIFICATION AND SIGNATURE

As an authorized representative of the employer, I certify that the employee listed above has terminated employment from the employer. If a special approved vesting schedule percentage is indicated above, I further certify that it is permitted by the employer's written plan, has been approved by the governing board, and a record of said approval is maintained with other plan documentation.

Authorized Employer Representative Signature

Printed Name & Title of Employer Representative

Date

IMPORTANT INFORMATION

To preserve a retirement account for future years, AG credentialed ministers are not allowed to receive a distribution due to a severance from employment. See the 403(b) plan document for a list of distributable events. Former employees may update their contact information online at agfinancial.org/onlineaccess. For additional support, contact Client Services at 1.800.622.7526 or clientservices@agfinancial.org.

For lay workers and non-AG ministers who have terminated employment at an AG church or ministry, the following criteria must be met for distribution purposes:

- The employee has ceased regular employment with the AG employer.
- Severance packages do not constitute employment for the purpose of 403(b) distributions.
- There is no verbal, written, or other agreement to continue work on a regular basis or to guarantee a certain number of hours to be worked in any time period. **Exception:** Former employees may temporarily fill in for absent employees or work on special projects less than 20 hours per week.
- The former employer has provided this *403(b) Employee Termination Notice* to MBA.