

## DEFINITIONS

“AGFinancial,” “we,” “us,” and “our,” means Assemblies of God Financial Services Group and its affiliated entities including Assemblies of God Ministers Benefit Association, and/or its service providers. “Check” shall also mean any form of acceptable payment method.

## REVIEW OF CONTRIBUTIONS

Due to complexity of 403(b) and 409A church plan participation rules, volume of mail, automation of certain processes, and other factors, not all items received for retirement contributions will be thoroughly reviewed. AGFinancial will inspect and/or research checks, other payment instruments and methods, and related documents from time-to-time but is not required to do so. Each eligible employer (including certain Assemblies of God credentialed ministers who are considered their own employer<sup>1</sup>) is solely responsible to ensure contributions are made within IRS and plan rules including contribution limits. AGFinancial’s acceptance of a contribution does not guarantee that it is a permitted contribution nor does it prevent the rejection of similarly-made contributions in the future.

## REJECTION OF CONTRIBUTIONS

We reserve the right to reject contributions made by employers or individuals if we believe that they were improperly made or if information appears incomplete or inaccurate. Reasons for rejection include, but are not limited to, ineligible employer contributions, ineligible participant contributions, unacceptable terms, unacceptable payment methods, contributions that exceed limits, contributions that do not conform to our Plan(s), and incomplete forms. We do not test for limits based on includible compensation and may not know if contributions have exceeded amounts allowed by law until well after the contributions are made. Our ability to test contribution limits is further restricted to accurate and timely data received from the employer.

We reserve the right to reject contributions that are not made on our current forms. Forms and acceptable substitute forms may be revised due to changes in law, plan rules, or processing techniques. Acceptance of contributions in one manner does not prevent us from rejecting contributions made in the same manner at a future date. Employers should check our website to ensure they are using current forms.

## PROCESSING OF CONTRIBUTIONS

AGFinancial reserves the right to process postdated or stale dated checks. Checks that are postdated will either be processed or returned to the payer; they will not be held.

Contributions are processed by social security numbers or retirement account numbers we provide to employers. Contribution forms without one of these numbers may be inadequate for allocation of contributions. Incomplete forms or checks processed through an online bill pay service or similar method may not contain sufficient information to process contributions accurately.

## CORRECTIONS

Corrections for contributions made in error will be processed according to IRS guidance. Certain corrections may be distributed to Plan participants or held for future 403(b) employer-paid contributions, but not elective deferrals or after-tax contributions. Only in limited circumstances does the IRS permit contributions to be returned to the employer.

## UPDATES AND ADDITIONAL INFORMATION

We may amend this policy at any time.

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<sup>1</sup>Not all Assemblies of God credentialed ministers can be considered their own employer. The Internal Revenue Code and other IRS guidance define which ministers can participate as their own employer. AGFinancial will not accept contributions by personal check unless accompanied by an approved form and/or with proper certifications. AGFinancial will rely on an AG minister’s certification when allowed by IRS guidance or other statements, unless AGFinancial has other information about the minister’s qualifying status.