



Archdiocese of Seattle Retirement Plans - Key Points

We have two Retirement Plans for employees at the Archdiocese of Seattle.

- Both accounts are defined contribution plans managed by Transamerica.
- Employees can find the enrollment guides in Paycom.
 - Go to the Benefits tab:
 - Forms and Links.
 - Scroll down to 403(b) Plan Enrollment Guide 2023
 - Scroll further down to Lay Pension Enrollment 2023

The Archdiocesan 403(B) Savings Plan, Plan TT069299 00001, is for employee's voluntary contributions to a retirement fund via payroll deduction.

- Employee must appear on a payroll remittance file submitted to Transamerica before this account is set up.
- All employees are eligible to participate regardless of "benefit eligibility" status.
- Contributions are withheld from employee's pay, and submitted to Transamerica, every pay period.
- Employees can start, change, or stop their contributions at any time.
- There is currently no Archdiocesan match to this plan.

The Archdiocesan Pension Plan for Lay Employees, Plan TT080350 00001, is the annual employer contribution only.

- Account is automatically set up when Transamerica receives our new hire report each week.
- Contribution amount is based on hours paid, not "benefit eligibility" status.
 - See separate sheet regarding eligibility and entry to the plan.
- Contribution is processed at the end of the calendar year.
 - Usually billed to the location in February of the year following.
- No employee contributions are allowed to this plan.

Employees need to access the Transamerica website at <https://secure2.transamerica.com/login> to:

- Set up their login credentials.
- **Designate beneficiaries on both plans.**
- Select their contribution amount(s) to the 403(b) plan.
 - Employee changes are sent by Transamerica weekly, for the prior week, and manually uploaded to Paycom. Changes will take effect as soon as administratively possible.
- Select their investment choices.
- Update personal information as needed.
 - Personal information changes are not communicated from Transamerica and need to be updated in Paycom as well.
- Access forms for Distributions, Loans etc.
- Transamerica customer service can be reached at 1-800-755-5801 Monday through Friday 8 am to 9 pm ET (5 am to 6 pm PT).

Please don't hesitate to email or call the Retirement Office if you have any questions Phone | 206-903-4618, Email | retirement@seattlearch.org.

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