

**PARISH/SCHOOL 403(b) PROCESSING REQUIREMENTS**  
**Prudential Plan# 008147**  
**Diocese of Marquette Sub-Plan #000004**

Detailed below are the instructions for processing of the paperwork for the Prudential 403(b) Retirement Plan.

*EMPLOYEE INSTRUCTIONS:*

- Complete and submit to their Parish/School Payroll Department the Prudential Salary Reduction Agreement Form.
- Complete the online registration with Prudential found on their website, [www.prudential.com](http://www.prudential.com) by clicking "Enroll Now" for the 403(b) plan.
- *NOTE:* All changes beginning with the first pay period of any month (e.g. any changes submitted during a month will begin with the first of the following month).

*PARISH/SCHOOL BOOKKEEPER INSTRUCTIONS:*

- Maintain the original Salary Reduction Agreement Form in the employee's personnel file.
- Withhold the appropriate amount each pay period from the employee's pay. *NOTE:* 403(b) funds are non-taxable for federal and state income tax.
- Enter the data on the attached 403(b) Participants Remittance Worksheet (save this form on your computer). The Participants Remittance Worksheet is to be submitted electronically (emailed) **no later than the 15th day of each month to the Diocese to [imccauley@dioceseofmarquette.org](mailto:imccauley@dioceseofmarquette.org).**
- The Participants Remittance Worksheet only needs to be sent in once unless there are additions, deletions, changes, etc.
- Parishes/Schools cannot send payments directly to Prudential. In an effort to reduce administrative expenses, each diocese is to send in a single payment for all participating parishes and schools to Prudential. Therefore, we are requesting that each parish/school provide banking information for the electronic transfer of funds to the diocese. On the last banking day of the month the diocese will withdraw the monthly contribution amount from each parish/school account. This will eliminate the need for the parish/school to prepare and send a check. In order to do this process you need to complete and return the original Direct Withdrawal Authorization Card.
- If a parish/school is a brand new entity to the program, then the parish/school must also complete and have the pastor sign a withdrawal authorization form.

*ROLLOVER OF EXISTING 403(b) PLAN(S)*

- If a participant wishes to rollover their previous 403(b) plan(s), please instruct them to contact Prudential directly at 1-800-249-2430. Prudential will assist them on an individual basis to complete all paperwork necessary to rollover their account.

If you have any questions on the above procedures, please do not hesitate to contact Irene at [imccauley@dioceseofmarquette.org](mailto:imccauley@dioceseofmarquette.org), 1-906-227-1141 X 135, 906-227-9135.







**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT**

I hereby authorize Diocese of Marquette, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (select one)

**Checking.**  **Savings** account indicated below and the financial institution named below, to credit and / or debit the same to such an account. This authority is to remain in full force and effect until the Diocese receives written notification from me (or either of us) of its termination in such time and in such matter as to give the Diocese a reasonable opportunity to act on it. Termination of employment will void this authorization.

Financial Institution \_\_\_\_\_ Branch \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bank Routing Number \_\_\_\_\_ Bank Account Number \_\_\_\_\_

Name \_\_\_\_\_ S/S Number \_\_\_\_\_

Email Address: \_\_\_\_\_  
(Where you want your pay stub emailed)

Date \_\_\_\_\_ Signature \_\_\_\_\_

**PLEASE INCLUDE A VOIDED CHECK (Checking) or DEPOSIT SLIP (Savings)**

**Revised August 2013**



## AUTHORIZATION AGREEMENT FOR DIRECT WITHDRAWAL

I hereby authorize Diocese of Marquette, to initiate monthly debit entries from (select one)  
 **Checking**.  **Savings** account indicated below and the financial institution named below, for  
transmittal and deposit to Prudential for the employee 403(b) retirement plan.

Financial Institution \_\_\_\_\_ Branch \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bank Routing Number \_\_\_\_\_ Bank Account Number \_\_\_\_\_

Parish/School Name \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

(pastor/school principal signature)

**Please complete and return to:  
Diocese of Marquette  
1004 Harbor Hills Drive  
Marquette, MI 49855**