



# Archdiocese of Detroit

DEPARTMENT OF FINANCE AND ADMINISTRATION

To: All Employer Units in the Archdiocese of Detroit  
From: Daniel R. Oliver, Director of Finance and Administration  
Date: January 13, 2009  
RE: Voluntary 403(b) Savings Program

As you know by now, we have been working with the Michigan Catholic Conference and its attorney and investment consultant to find ways to assist the Archdiocese and all of its employer units in complying with new IRS Regulations applicable to 403(b) plans as it relates to "church plans". Your earlier responses and feedback to our requests for information have been excellent. Therefore, we are now going forward and will be implementing the new procedures for how to remit funds under the new plan.

These procedures are critical and carry severe penalties if not followed properly. These penalties can be imposed on specific employer units that do not comply. Compliance with these new procedures is critical. If you have a concern that your parish will not be able to meet the requirements, contact us immediately at the number below to help you work through a solution.

Since this program is a voluntary, self-funded savings program for employees, all costs associated with it are to be born by the participants, and we have been very conscious about costs. In our evaluation of the process it became clear that centralized submission of information and funds is the most cost effective way to do this, and will save the plan participants potentially tens of thousands of dollars. Therefore, all funds withheld from participants must be sent to the Archdiocese for final remittance to Prudential, and per Federal Law this must be completed in a timely manner.

Payment processing must be completed monthly. As soon as the final payroll for a month is processed 2 items should be sent to the Archdiocese:

**1. A check for the total amount withheld from employees.**

The check, made payable to the Archdiocese of Detroit, should be for the total amount of contributions that were withheld from employees for the month. Please remember to communicate and coordinate changes required with any outside third party payroll service you use.

**2. A printed 403(b) employer unit remittance form.**

The printed remittance form that accompanies the check will be created from a secure, internet-based data collection service that has been established for this purpose. Please contact [ITHelpDesk@aod.org](mailto:ITHelpDesk@aod.org) with the name, phone number, and email address of the person that will submit this data and print the remittance form that must accompany the check to the Archdiocese. Once the contact person has established a username and password, more detailed instructions will be provided on the process.

The check and printed remittance form should be sent to Dave Smith, Director of Accounting Services at the Archdiocese of Detroit, Chancery 4<sup>th</sup> floor, 1234 Washington Blvd., Detroit MI 48226. This information **must be received** by the Archdiocese no later than the 10<sup>th</sup> day of the next month, (i.e. January remittance is due by February 10<sup>th</sup>), but we recommend that you process the contributions at the same time that you are processing your last payroll for the month.

The Archdiocese of Detroit is committed to making the voluntary 403(b) program you offer to your employees the best it can possibly be. If you are not the appropriate individual to receive this information please make sure the business manager/bookkeeper emails [ITHelpDesk@aod.org](mailto:ITHelpDesk@aod.org) to obtain a username, password, and more information regarding the process for submitting 403(b) contributions.

Information on the new 403(b) plan and the transition process is online at: [www.aodonline.org/finance/403b](http://www.aodonline.org/finance/403b).

Thank you for your patience and cooperation in this important matter.