



THE  
CATHOLIC  
DIOCESE  
OF  
MEMPHIS  
IN  
TENNESSEE

## Catholic Diocese of Memphis in Tennessee Retirement Savings Plan Opt Out Form

Complete this form to Opt Out of (decline participation in) the Catholic Diocese of Memphis Retirement Savings Plan.

Please print or type clearly.

### SECTION 1: Participant Information

|                                  |               |                |          |
|----------------------------------|---------------|----------------|----------|
| Social Security Number           | Date of Birth | Location Name  |          |
| Your Name                        |               | Your Hire Date |          |
| Mailing Address: Street/P.O. Box | City          | State          | Zip Code |

#### *An important note about the Diocese Plan and default investment.*

As an eligible employee, if you do not choose to decline participation in the Diocese Retirement Savings Plan (hereafter known as "The Plan") by completing of this form, you are Automatically enrolled in the Plan. Contributions of two percent (2%) of your salary will be taken beginning with your first paycheck. An employer matching contribution of 1% will also be contributed to your account. You may choose to contribute more, up to the IRS contribution limit. Review the matching information in the Plan information provided or on the Diocese website at [www.cdom.org](http://www.cdom.org). Your contributions will be invested in the appropriate Lifecycle Fund, based on your age and expected date of retirement. A description of the Lifecycle Funds is available in the handouts provided or on the Diocese Human Resource page. This description includes information on the objective of the investment, as well as risk and return characteristics, related fees and expenses, and any restrictions on your ability to transfer or direct your money out of the investment.

### SECTION 2: Opt-Out Instructions

You can choose not to be Automatically enrolled in the Diocese Plan by declining participation if you complete this form and return to the Diocese Human Resources office. You must submit this form within five (5) business days from your date of 1 year anniversary , or you will be Automatically enrolled and contributions will be deducted from your salary. You may also subsequently choose to stop participation by contacting the Diocese Human Resource office. Any withheld funds will remain in the plan until you reach a distributable event.

### SECTION 3: Member Acknowledgement and Signature

I have read the information provided above and understand by signing this form, I hereby confirm my election to NOT participate in the Catholic Diocese of Memphis Retirement Savings Plan and give up the employer contribution that I would have received had I participated.

Employee

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

Return this signed form to your Human Resources office within 5 days of 1 year anniversary if Opting Out of (declining participation in) the Diocese Plan.