

Employment Change Form New Assignment Notice & Change in Compensation

Reason for change:

Compensation Change
 New Assignment/Hire
 Change in Employment Status
 Termination
 Retirement
 Please select all benefits that apply
 Clergy DB
 Lay DB
 Lay DC
 RSVP

Employee Information

Legal Name
 First _____ MI _____ Last _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Social Security #/ITIN # _____ Date of Birth _____
 Canonical Residence _____
 Employee information updated? Yes No

Employment Information

Employer Name _____
 Mailing/Billing Address _____
 City _____ State _____ ZIP _____ Country _____
 Phone Number _____
 Employee's Title _____ Effective Date of Change _____
 Hours expected to work per year _____

Compensation

Other than a one-time payment, list all amounts on an **annual basis**. For explanations, see the instructions on the next page.

\$ _____	\$ _____	
Base salary (excluding housing and scheduled taxable cash payments)	Cash housing allowance and/or utilities	Employer-provided housing? Yes No (Check Yes if the employer provides a physical residence at no cost to the employee.)
\$ _____	\$ _____	
Employer contributions to a qualified or non-qualified plan	One-time payments	

Send assessment bills to: Employer Diocese
 Previous Employer _____ Date Compensation Ended _____
 Employer's Signature _____ Date _____
 Employer Email Address _____
 Print Name _____ Title _____
 Employee's Signature _____ Date _____ ID# (CPF use) _____

Submit the completed and signed form:

Online: Go to CPG.org, sign in, and click Document Upload in the Resources section

Email: admin-assist@cpg.org

Mail: The Church Pension Fund, 19 East 34th Street, New York, NY 10016, Attn: Client Services

If you have any questions, call us at (866) 802-6333, Monday – Friday, 8:30AM – 8:00PM ET (excluding holidays).

Use this form when*:

- A clergyperson or lay employee begins an assignment or changes employers, including initial employment with an Episcopal employer
- A clergyperson's or lay employee's employment status changes to make them eligible (or ineligible) for benefits
- A clergyperson's or lay employee's employment is terminated, including due to retirement
- A clergyperson's or lay employee's compensation changes
- A one-time payment is made

Who should complete the form:

- Administrators or representatives of employers providing the compensation reported on the form.

Instructions

- **Reason for Change:** Indicate the reason you are completing the form.
- **Employee Information:** Complete using the current information for the clergyperson or lay employee and indicate whether an update is being made.
- **Employment Information:** Complete the information about the employer, the clergyperson's or lay employee's position, hours expected to work per year, and/or updated compensation.
 - **Effective Date of Change:** The effective date of the new position, status change, termination, retirement, and/or compensation change
- **Compensation:** Compensation is used to determine Total Assessable Compensation*, which is the basis for determining the amount paid by employers in assessments for the defined benefit pension plans (Lay DB and Clergy Pension Plan) and/or the compensation used to calculate employer and employee contributions to the defined contribution plans (Lay DC and RSVP). Note that the definition of compensation for a defined benefit plan versus a defined contribution plan is different. See www.cpg.org for information on how compensation is calculated for the different plans. Enter the amounts described below. **Please complete all fields**, even if the compensation for that category has not changed. Except for One-Time Payments, show all amounts on an annual basis.
 - **Base salary (excluding housing) and scheduled taxable cash payments:** Includes base salary (excluding the amount designated as a housing allowance in accordance with the U.S. tax code or a similar law of a local jurisdiction), SECA tax reimbursements, employer-paid tuition for dependents (if taxable), and other scheduled taxable income.
 - **Cash housing allowance and/or utilities:** Includes cash payments that are paid on a regular basis and are excludible from an employee's gross income for income tax purposes under the U.S. tax code or a similar law of a local jurisdiction. (For example, the amount of a clergyperson's base salary that has been designated as a housing allowance.) Also includes amounts paid by the employer to cover the cost of utility bills, including but not limited to fuel, gas, and electricity, or amounts paid on the employee's behalf.
 - **Employer-provided housing:** Indicate whether a physical residence is provided by the employer at no cost to the employee.
 - The value of employer-provided housing equals (1) 30% of the sum of all of the other components of compensation, including any one-time payments, or (2) 30% of the Hypothetical Minimum Compensation, whichever is higher.
 - If a home is owned or rented directly by the employee, it should not be reported as employer-provided housing regardless of whether (1) the employer pays the mortgage or rent directly to the mortgage holder or landlord or (2) the employer reimburses the employee for the full amount of the mortgage or rent payments. (In this case, report the amount of the mortgage or rent as (1) a cash housing allowance, if excludible from the employee's gross income for income tax purposes, or (2) as scheduled taxable cash payments, if includible in the employee's gross income for income tax purposes.)
 - **Employer contributions to a qualified or non-qualified plan:** Includes employer contributions to a qualified defined contribution plan, such as a 403(b) or 401(k), and/or to a non-qualified deferred compensation plan or arrangement (whether funded or not). Does not include assessments paid to CPF. (May have been previously known as a Housing Equity Allowance.)
 - **One-time payments:** Includes one-time cash payments, such as bonuses or overtime, that are not expected to recur regularly or where the amount is subject to change. Includes both taxable payments and payments that are excludible from an employee's gross income for income tax purposes under the U.S. tax code or a similar law of a local jurisdiction. (For example, the portion of a clergyperson's bonus that has been designated as a housing allowance.)

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* Any form of severance (including pay continuation following a termination of employment) should be excluded in all cases.