



Simple. Accurate. Integrated.

Starting January 1, 2016, Paychex will offer The Lutheran Church—Missouri Synod (LCMS) employers who are participating in the Concordia Retirement Savings Plan (CRSP) and Paychex payroll clients with CRSP deduction management and transmission services at no additional cost!

This integration will simplify your ministry's benefit management and payroll process by allowing you to set your employer match and employee contribution with Paychex and we'll transmit it to EBSO each check date. Save time with this simple, accurate, and integrated solution.

Enroll today to start the new year off with a fresh start! Transmittal services will begin on your first check date after January 1, 2016.

How does this service help? Today, the payroll manager at each ministry has to manually calculate employee CRSP contribution amounts off wages, update their current payroll system, and separately transmit that information to EBSO. Once enrolled, this service will reduce those steps and allow you to only communicate total wage and hour information to Paychex. We'll take care of the rest including: calculating employee CRSP contributions, Roth deferrals, loan repayments and catch-up payments. Each check date, this data will be transmitted directly to EBSO.

Who is eligible for this service? Any LCMS employers who are enrolled in both the CRSP and in Paychex Flex payroll are eligible to enroll in this program.

What if I'm not a Paychex payroll client? No problem! Enrolling in Paychex is an easy process and through our partnership with Concordia Plan Services, you receive special savings on payroll packages. Simply email us at concordia_ebsoinfo@paychex.com to discuss specific solutions for your ministry. Key benefits:

- 35% discount on payroll administration fee
- Waived W2 base fee
- Designated Servicing Team
- CRSP deduction management
- Additional services such as: HR Solutions, workers' compensation, time and attendance, applicant tracking and recruiting, electronic onboarding and more!

I am a Paychex client, how do I enroll? Simply sign the attached one-page service agreement addendum and email to us at concordia_ebsoenrollment@paychex.com and a Concordia designated specialist will contact you to collect your plan information. Transmittal services will begin with your organization's first check date after January 1, 2016. Contact us today!

General Questions and Information: concordia_ebsoinfo@paychex.com

Enrollment: concordia_ebsoenrollment@paychex.com

Phone: 877-758-0036 (please mention code 6105)

CONCORDIA
PLAN SERVICES 

PAYCHEX[®]

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Additional Information:

- The Paychex service agreement addendum for this program grants Paychex permission to transmit your company and employee information as specified in the addendum to EBSO and Concordia Plan Services (CPS). All fields including Federal Employer Identification Number (FEIN), CPS employer number, and your first check date after January 1, 2016 through Paychex must be completed.
- **Employers are responsible for communicating their plan specifications to Paychex both at enrollment as well as at any time there are changes to their plan.**
Items to provide to your Paychex specialist include, but are not limited to:
 - Employee Contribution Percentages or Amounts
 - Employer Match Program / Percentages or Amounts
 - Loan Repayment, Roth, or Catch-Up Contribution Information
- Paychex clients must process payroll with the Concordia designated payroll specialist team in the St. Louis branch. The ability to provide this integrated service requires specific account coding which must be maintained through the dedicated team.
- EBSO will turn off the employer's ability to upload data directly to EBSO to avoid duplicate processing/drafts no less than four days prior to the employer's first check date after January 1, 2016. New Paychex clients will set their first check date with Paychex and that will be provided to EBSO to facilitate this process. New clients' last submission to EBSO will be on the final check date prior to the first check date with Paychex (Ex: December 31 - EBSO / Jan 15 - Paychex).
- Employers who are on auto pay with EBSO should discuss the best ongoing solution for them with the Paychex Dedicated CPS Consultant, Robin Richert (Concordia_ebsoinfo@paychex.com), to determine needs.
- Checks that are voided after the check date will be prohibited to ensure data integrity. Alternative solutions are available and should be discussed with your payroll specialist.
- EBSO will receive the Paychex-transmitted data at 1am after each check date. EBSO is responsible for plan management, drafting funds from employer accounts, and transmitting that to Fidelity.
- Any questions regarding your retirement plan specifications or regarding Fidelity should be directed to CPS (Phone: 888-927-7526).

Read and sign this form.



**Paychex Agreement Addendum
for Strategic Accounts**

Company Name _____

Office/Client Number _____

Federal ID Number - - - - -

Client hereby requests to amend the Paychex Agreement between Client and Paychex, Inc. ("Paychex") dated ____/____/____ ("Agreement") by addition of the terms set forth below.

WHEREAS, Concordia Plan Services ("Concordia") administers Client's 403(b) tax-deferred savings account ("403(b) Plan"); and

WHEREAS, EBSO, Inc. ("EBSO") is a third-party service provider for Client's 403(b) Plan; and

WHEREAS, Client desires that Paychex share certain Client Confidential Information with Concordia and EBSO.

NOW, THEREFORE, the parties agree as follows:

- 1. Communication with Concordia and EBSO.** Client hereby authorizes Paychex to share Client Confidential Information with Concordia and EBSO, or any other third-party administrator identified by Client, including, without limitation, information related to Client's payroll, Paychex Services used by Client, Paychex client ID number, employee name, employee social security number, check date, employee contributions, employer contributions, loan repayments, Roth IRA contributions, and Client Federal Employer Identification Number and other necessary data required to support the third-party administration of the 403(b) Plan.
- 2. Payroll Related Codes.** Client hereby authorizes Paychex to rename earnings and deduction codes in Client's payroll to match any naming conventions required for the third-party administration of the 403(b) Plan.
- 3. Disclaimer.** Client understands that Paychex is not transmitting funds and is not responsible for any payments or compliance functions relative to Client's 403(b) Plan. Paychex is providing the data to EBSO and/or Concordia at the request of, and, as a convenience for, the Client based on Client Confidential Information provided. Client is responsible for verifying the accuracy of Client Confidential Information on reports Paychex provides and coordinating with EBSO in the event of any errors or adjustments. Paychex is not responsible for the acts or omissions of Concordia or EBSO, including, without limitation, any errors, or security or confidentiality obligations of Concordia or EBSO.
- 4. Third-Party Services.** At Client's option, Client can integrate certain other third-party services into the Services. These third-party services are not provided by Paychex. Client agrees to hold harmless and release Paychex from any liability relating to Client's use of third-party services or integration of the Services with third-party services. Client's ability to use third-party services may be limited according to the third-party's terms and conditions. When Client integrates with a third-party service, Client authorizes Paychex to share any Client data, including Client Confidential Information, as may be needed by the third-party to provide the third-party services. Paychex is not liable for any disclosure of Client Confidential Information by third-party. If Client does not opt to integrate third-party services into the Services, the provisions of this Third-Party Services Section shall not apply.
- 5. Termination.** Client may terminate this Addendum by providing Paychex not less than 30 days prior written notice of termination.

This Addendum (Rev. 5/15) is not intended to modify or replace any other provision of the Agreement, except as expressly set forth above.

Authorized Officer's Name _____ Title _____
PRINT

Authorized Officer's Signature _____ Date _____