

Summary Plan Description
for the
Archdiocese of Kansas City in Kansas
401(k) Plan

January 1, 2016

GENERAL

The Archdiocese of Kansas City in Kansas 401(k) Plan (The Plan) is established as a Church Plan for the lay and deacon employees of the Archdiocese of Kansas City in Kansas and the lay and deacon employees of its participating parishes, schools and institutions.

The Archdiocese of Kansas City in Kansas (The Archdiocese) maintains the Plan which is sponsored by the participating entities within the Archdiocese. The administration of the Plan is overseen at the Archdiocese Chancery location at 12615 Parallel Parkway, Kansas City, Kansas 66109.

Plan Administrator/Daily Administrator:

The Archdiocese of Kansas City, Kansas, is the Plan Administrator and Kathleen A. Thomas is the Daily Administrator

She can be reached at:
12615 Parallel Parkway
Kansas City, KS 66109
kthomas@archkck.org

Plan Employer Identification Number (EIN): 48-00559094

TIAA-CREF Plan Number: 406426

Participants and beneficiaries may receive from the plan administrator, upon written request, information as to whether a particular employer or employee organization is participating in the Plan, as well as a complete list of the participating employers in the Plan.

Plan Trustee: TIAA-CREF Trust Company, FSB

Plan Year: Each 12-month period beginning January 1 and ending December 31

PARTICIPATION:

Who is eligible to make voluntary (elective deferral) contributions to The Plan?

All lay and deacon employees who are at least 18 years of age will be eligible to make voluntary contributions to The Plan.

When can I begin participating in The Plan?

You may begin participating on the first day of the month following the hire date and/or attaining age 18. You must file a form with the Plan Administrator before you begin your elective deferrals.

What does it mean that The Plan has an Automatic Elective Deferral provision?

The Plan requires your employer to make an automatic deferral contribution deduction to your account. This automatic deferral occurs if you have not signed an election deferral agreement before the first of the month following your hire date.

What is the amount of the automatic deferral?

Your employer will deduct 1% of your compensation until you take action to stop or change this deferral.

What is the definition of compensation upon which contributions to my account are based?

Compensation refers to all of your wages, tips and other compensation that must be reported for tax purposes.

How do I start, change or stop deferrals?

You must complete a deferral election form. You may obtain the form from your Employer or by contacting the Daily Administrator.

CONTRIBUTIONS:

May I choose to make either pre-tax deferral contributions or post-tax Roth contributions to The Plan?

No. Only pre-tax deferral contributions are allowed. The Plan does not allow post-tax contributions.

Does The Plan allow me to make “catch-up” contributions at age 50 or older?

Yes, “catch-up” contributions are allowed by The Plan.

Does the employer make contributions on my behalf?

The employer makes two types of contributions if you are eligible: matching and discretionary base contributions.

What employees are eligible for employer contributions?

You are an eligible employee if you work 30 hours or more per week and your employment is not considered temporary. If you satisfy these requirements, your employer will make matching contributions to your account. If you are also employed on the last day of the calendar year, a discretionary base contribution will be made.

How are employer matching contributions calculated?

The employer matching contributions are equal to 50% of your contributions to The Plan; but only on your contributions that do not exceed 4%.

May I contribute more than 4% of my compensation to the Plan?

Yes. You may contribute a higher percentage of your compensation to The Plan, but your employer will match only 50% of the first 4% that you contribute.

When do I receive matching contributions?

Your employer will make matching contributions to your account every pay period.

How is my employer base discretionary contribution determined?

Currently, the employer base discretionary contribution is a fixed 2% of your annual compensation, if you are eligible.

How is my eligibility for the annual discretionary base contribution determined?

If you (1) work 30 hours or more per week, and (2) you are not classified as temporary, and (3) you are employed on the last day of the calendar year, then you are eligible to receive the employer discretionary base contribution.

Exceptions are made only if you leave employment involuntarily due to lay-off, retirement or death.

VESTING:

Does The Plan have vesting requirements to employer contributions?

Effective January 1, 2015, you are 100 percent vested in your account, including elective, automatic, matching and annual contributions.

INVESTMENT OF YOUR ACCOUNT:

How is my account invested?

You are responsible for investing the assets in your account.

What investment options are available to me?

You can direct the investment of your account by choosing from the approved Funding Vehicles available under The Plan subject to any administrative restrictions by the Plan Administrator. The Funding Vehicles available are determined by the Archdiocese with advice of a professional investment consultant, using fixed or variable contracts or custodial accounts made available by Teacher's Insurance and Annuity Association (TIAA) and College Retirement Equities Fund (CREF) or another approved Fund Sponsor.

A list of the approved Funding Vehicles and investments is maintained and updated by the Plan Administrator. You can find the list at the TIAA website at www.archkck401k.org, or you can call the Plan Administrator for more information.

LOANS:

May I obtain a loan against my account balance in The Plan?

No, The Plan does not allow loans.

DISTRIBUTIONS:

When may I receive a distribution of my account?

Generally, you may receive a distribution upon termination of employment, disability, death or attainment of normal retirement age. You must receive distribution by April 1 following the year you turn 70½.

Are there any circumstances under which you may receive a distribution before you reach retirement age?

There are two circumstances for which The Plan will allow in-service distributions of employee deferral contributions: if you demonstrate a hardship, as specifically defined in the IRS Code or if you are age 59 ½ or older.

Also, if you are a fully vested participant and you leave employment, you may receive a distribution of employee and employer contributions. These funds may also be rolled over to another qualified retirement account or to an IRA.