

**BIC U.S. 403(b)(9)  
2021 Coupon**

**Instructions if using the printed version:**

1. Clearly complete each section of the form (congregation name, year of contribution, complete breakout for each employee).
  - a. **The complete breakout must be included for each employee**, or the Foundation will not have the necessary information to record and deposit the check. Therefore, the check will be returned to the sender.
2. Add the totals for each Participant, as well as each column, and verify that the total amount for all participants is the same as the check amount.
3. Mail completed coupon and check to the Foundation.

**Instructions if using the Online Excel version:**

1. Complete each section of the form (congregation name, year of contribution, and complete breakout for each employee in cells C,E,G,I).
  - a. **The complete breakout must be included for each employee**, or the Foundation will not have the necessary information to record and deposit the check. Therefore, the check will be returned to the sender.
  - b. Totals (column K and row 21) will auto calculate.
2. Verify that the total amount for all participants is the same as the check amount.
3. If your church has more than 10 employees, you can insert additional rows. The summation formulas in row 21 will automatically update, but you will need to copy the formula in column K.
4. Print completed form and mail to the Foundation along with your check.

**General Information:**

1. If there are any new employees included on the forms, please attach copies of all their 403(b)(9) forms, if they have not already been provided to the BIC Foundation. Copies of all applicable forms can be found on our website at <https://bicfoundation.org/403b-retirement-plan/>. **If these forms are not provided to the Foundation**, we will not have the necessary information to record and deposit the check and the check will be returned to the sender.
2. Please also notify the BIC Foundation of any changes to how the employer or employee contributions are being calculated, or of any participant employment changes, such as people going from hourly to salary, part time to full time, or terminations.
3. If you use a 3<sup>rd</sup> party bill-paying service, the information from this coupon is still required (Breakout of Employer Nonelective, Employer Matching, and Employee Salary Reduction Contributions by Participant, tax year of the contribution).
4. At the end of each Plan Year (12/31), the Foundation will require each participating church to provide a Payroll Summary Report that shows what each participating employee was paid for the entire year. The IRS requires that the Foundation verify that each church is contributing the amount that they stated in their Addendum, as well as sending the employee contributions that were requested by each employee. Therefore, the Foundation needs the Payroll Summary Report to meet this IRS requirement.