



# ANGLICAN CHURCH IN NORTH AMERICA

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THE MOST REV. DR. FOLEY BEACH, ARCHBISHOP AND PRIMATE

19 February 2016

TO: Participating Congregations/Ministries in the ACNA Retirement Plan  
FROM: Canon Jack Lumanog, Archbishop's Canon and Chief Operating Officer  
RE: Contribution processing for the ACNA Retirement Plan

We are pleased to announce that the transfer of 403(b) plan assets from the former record keeper, DailyAccess (Brooks Hamilton & Partners), to our new retirement plan provider, MassMutual, is complete. All retirement plan contributions (including any withheld January 2016 contributions) should now be submitted to MassMutual.

There are two methods available for submitting your plan contributions: First, participant retirement plan contributions can be submitted electronically via the MassMutual website (Plan Access), and funds can be debited from the bank account you designate. [Note: the funds for a debit ACH are automatically withdrawn from the bank account]. We strongly encourage using this option, since this method ensures your plan contributions are invested in the timeliest manner available in order to comply with Internal Revenue Code requirements.

That being said, we are aware some locations do not have the capability to submit contributions via the web and/or authorize a debit ACH. Therefore, as a second option, participant retirement plan contributions can be submitted via a paper check and a paper roster to the Plan's third party administrator, ADMIN Partners. With this option, you will submit the check and contribution roster to ADMIN Partners' custodial bank lockbox [a bank post office box]. ADMIN's staff will process the contributions on your behalf and submit the funds directly to MassMutual for investment. While your contributions will be processed by ADMIN in a timely fashion, there is a mailing delay with this option.

***With the transfer of assets complete, we need you to choose which option you plan on using, and contact MassMutual or ADMIN Partners as soon as possible, so that either firm can assist you in making the transition. You can find the firms' contact information and the procedures for each option as follows:***

- **To submit your contributions electronically** via the MassMutual website, please call MassMutual at 800.637.6444, ext. 59407. The MassMutual team will provide you with the necessary log-in instructions and proper training to get started (a guide for submitting contributions online is enclosed for your review). When selecting this option, you must also complete and submit the enclosed debit ACH form, and either scan/email the completed form to [mmprocessing@massmutual.com](mailto:mmprocessing@massmutual.com) or fax it to 800.220.2913. This form must be delivered at least three (3) business days before you plan to submit your contributions on-line.
- **To submit your contributions by paper check and roster**, please call ADMIN Partners at 877-484-4400, Option 1. ADMIN will need your organization's Employer Identification Number (EIN) when you call to establish your depository account. ADMIN's team will also walk you through the instructions for paying by paper check, and provide you with a report format for submitting contributions.

Thank you for your prompt attention to this matter. Both MassMutual and ADMIN Partners look forward to the opportunity to serve you.

Augusto Bairos  
Implementation Manager  
MassMutual Retirement Services

Doug Baldino  
New Business Manager  
ADMIN Partners, LLC

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