

Retirement Plan General Information
Bethany St. Joseph Corporation 2025

BSJ Corporation offers, to eligible persons, a retirement savings plan called a 403(b) plan. The Plan allows a person to deduct an amount from each paycheck. You pay lower current tax on a lower gross income because the contribution comes out of the paycheck before the income is taxed. You also have the choice of the 403(b) ROTH option where gross income is taxed first, then the retirement monies are withheld.	
When to enroll?	Employees can enroll at date of hire or any time thereafter, with any payroll.
Who is excluded?	Independently contracted people. Everyone else is eligible to enroll.
How to enroll?	Acquire the Retirement Plan packet from your Business Admin Assistant or the Corporate Administrative Coordinator. Two steps to enroll: 1. Go to the Benefits Section of the payroll system, PayCom, and select either the 403b pre-tax option or ROTH after-tax option. 2. Follow the directions in the Retirement Plan packet to finish setting up your account with Ascensus. Complete the Beneficiaries Section. Choose the funds you wish your contributions to go to otherwise the funds go to a default fund.
How much can I contribute?	An amount that does not exceed \$23,500 total for 2025. The limits may be adjusted each year.
Are other contributions allowed?	If you are 50 years or older, the IRS allows an additional catch-up contribution of \$7,500 (for 2025). This amount may be adjusted each year. (Super Catch-Up Provision for ages 60-63 for 2025 is up to \$11,250.)
Does the company match my contributions?	The company, at its discretion, matches a percentage of what you contribute. For 2025, the company recognizes up to 6% contributed and matches it by half. (Example: contribute 6% of wages and the company gives 3%; contribute 4% of wages and the company gives 2%). Max match is 3%.
When am I eligible to receive the company match?	You need to have been employed for an accumulated time of 1 year and be at least age 21. The match starts the first calendar quarter after reaching the qualifying criteria.
Am I vested?	You are vested 100% in the amount you contribute and the earnings you earn. You are also vested 100% in the company match contributions as they are added to your account.
What are my investment options?	The corporation has several fund options to pick from. See list of funds with the Retirement Plan materials.
What is my risk?	These funds are subject to changes in the investment environment. Potential gains and losses may occur with the funds throughout the course of time that you are a participant.
How do I know my account balances?	Quarterly online statements are available or you can request to have a paper statement sent to you by calling Ascensus. Balances can also be checked online or by using the automated telephone system through Ascensus.
Can I change my contribution percentage?	Yes, with any payroll by going into the payroll system, PayCom, under your Benefits. You can change amounts contributed or type (pre-tax, after-tax).
How do I change the funds my contributions are going into?	An electronic process is available either by web access at https://secure.ascensus.com/login/participant or by a voice response system using a touch tone telephone at 1-844-749-9981. Both methods require the use of your User Name and Password. Contact Customer Service for your temporary User Name and password; then change after access.
What information do I receive?	You will receive a copy of the Retirement Plan's Summary Plan Description. Fund information can be obtained by visiting the websites of the funds offered. The Ascensus website is also a source to view your account's current status and other related reports.
What if I have questions?	See your Business Admin Assistant. If further information is needed, he/she will contact the corporation's designated Retirement Plan contact person.

Note: The Plan is intended to be a plan described in Section 404 (c) of the Employee Retirement Income Security Act, and Title 29 of the Code of Federal Regulations Section 2550.404.c-1.

For an enrollment packet, see your Business Administrative Assistant or contact the Corporate Admin Coordinator at 608-788-5700 or gbruessel@bsjcorp.com

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