



New Employer Enrollment

403(b) Retirement

Date:

Which benefits are you interested in:
Check all that apply

Life, LTD & ADD insurance

Employer Name:

Federal ID #:

Employer Address:

City:

State & Zip:

Contact Phone:

Contact Name:

Contact Email:

Payroll Frequency: Choose all that apply

Monthly

Semi-Monthly

Bi-Weekly

Weekly

Other: _____

If more than one pay frequency, please explain payroll schedule:

What date would you like for benefits to begin?

Will you be the one submitting contributions? Yes No

If No, please provide the following information for the person who will be submitting contributions:

Name:

Email:

Phone #:

Role with above Organization:

Is this individual from a third-party? (i.e. CPA, Accounting firm, payroll company?) Yes No

We are honored to serve your church with 403b Retirement Benefits!

Here are the next steps to getting your church's account set up and ready to send contributions:

- After your form is reviewed & submitted, it will take up to 15 business days to set up your account with Empower. When your account is set up, you will receive two separate emails from Empower: 1) with your username 2) with temporary password. Login and set a permanent password
- After you've received your emails, schedule your training with Jenny Clore (jclore@cbf.net) to learn how to navigate the Empower Plan Service Center portal and submit contributions using Guided Payroll.

Please keep a copy of this form for your records and email to helpdesk@churchbenefits.org to submit for processing.

Church Benefits Board
 4860 Cox Road
 Suite 200
 Glen Allen, VA 23060
 Phone: 770-220-1672
www.churchbenefits.org

CBB Office Use Only	
Division Code:	<input type="text"/>
Date Received:	<input type="text"/>
Date Submitted to Empower:	<input type="text"/>