Pension Fund
of the Christian Church
strong. smart. secure.

EMPLOYER SUCCESS:

Submitting Contributions & Deposits

When submitting a new enrollment form for Pension Plan and/or TDRA 403(b)/Roth 403(b) to Pension Fund, your initial contribution/deposit needs to be included. You may submit this initial contribution/deposit and ongoing contributions/deposits in any of the following ways:

PAPER CHECK

This is the most popular way to submit the initial contribution/deposit.

- Always include the name of the employee/member on the memo portion of the check.
- If you are submitting contributions/deposits for multiple employees, please include a breakdown of the amount for each employee with the check.
- Checks should be sent to our lockbox at: **Pension Fund P.O. Box 639905 Cincinnati, OH 45263-9905.**
- If any amounts change, it is the employer's responsibility to update Pension Fund immediately.

Note: Choosing this option is the only way to receive a monthly invoice from Pension Fund.

AUTO DEBIT

Recurring Auto Debit is the most popular option for organizations who submit the same amount every month. This may occur on the first or fifteenth of each month.

- Please complete the Employer Authorization Agreement for Recurring Debit (ACH) form.
- Pension Fund will withdraw the indicated amount from the specified account every month.

The **Employer Authorization Agreement for Recurring Debit (ACH)** form can also be used to submit the initial contribution/deposit.

Note: You will not receive a monthly invoice once this option is set-up with Pension Fund.

Submitting Contributions & Deposits

ACH/WIRE

This option is used when employers want the ability to submit different amounts every month based on your employees' pay periods. As part of the initial set-up, the employer will submit the following information to their bank for use in sending money to Pension Fund's bank:

1. **Batch Header – Standard Entry Class – CCD**
2. **Entry Detail Record**
   a. Transaction Code – 22 (demand deposit credit)
   b. Receiving DFI – 074908594
   c. DFI Account Number – 7656756884
   d. Amount – (enter amount to be sent to Pension Fund)
   e. Company Identification Number – 8– digit, Pension Fund assigned number also called "Remitter Number", provided by your Client Relations team member.
   f. Company/Organization Name
3. **ACH Addenda Record**
   a. Addenda Type Code – '05'

Note: You will not receive a monthly invoice once this option is set-up with Pension Fund.

Any questions? Call our Member Relations team at (866) 495-7322 or email us at pfcc1@pensionfund.org.