



**REFORM PENSION BOARD
SALARY INFORMATION REQUEST FORM
INSTRUCTIONS**

1. Please verify the accuracy of your name and address information and that of your congregation/ employer, which are preprinted on the form. If you will have a different employer on July 1, 2010, check the box on top of the form, fill in the new employer information in Section III and notify the RPB office so that we can process your change of employment.

2. Section I pertains to your salary and contribution information. If the preprinted information for your salary, parsonage (if applicable) or contribution data has changed, please provide your updated information in the boxes provided.
 - Line A. Salary Information reports your salary and parsonage data that is currently in the RPB computer system. You can enter your updated data in the boxes provided below the current data. If you are a member of the clergy, you must fill in a parsonage amount. If you don't receive parsonage from your congregation/employer, write "N/A" in the parsonage box.

 - Line B. Contribution Information reports the contribution data that is currently in the RPB computer system. You can enter your updated data in either percentages or dollar amounts in the boxes provided below, but you must use the same method for reporting both your contribution information and that of your employer. Please make sure that you do provide contribution information for both you and your employer.

 - Line C. Effective Date is where you put the effective date of any changes to your salary, parsonage, if applicable, and contribution information. It is important that you provide an effective date so that the RPB can generate a correct plan year 2011 invoice for you, including a prorated invoice if your effective date is a date other than July 1, 2010.

3. In Section II, you are asked to report any other income you receive from your employer that will be reported as income to the IRS, such as car allowance or social security reimbursement.

4. In Section III, you should fill in the name and address information of your new employer if you have checked the box on top of the form.

5. Please make sure that you and an authorized representative of your congregation/employer sign and date the form on the lines provided.

If you have any questions about completing your Salary Information Request Form, please contact Ingrid Aponte, Participant Account Manager, at the RPB office at 212-681-1818, extension 228; iaponte@rpb.org, or Jessica Harmon, Administrative Assistant, at 212-681-1818, extension 226; jharmon@rpb.org.