



2026 Retirement Plan Remittance Worksheet

(For use to calculate employee contributions)

Date _____

Member Name _____

Employer _____
church, district, camp, etc.)

Church
Code _____

This worksheet is designed to help your organization calculate employee retirement contributions. Once calculated, you must enter these contributions into the retirement portal. For assistance or portal training, please contact erpemployerteam@nwpretirement.com.

Electronic transfers are processed on the first business day of each month or quarter. Refer to your Adoption Agreement to confirm your organization's contracted contribution schedule (e.g., annually, by payroll period, monthly, quarterly, or other).

Update contribution amounts annually or whenever there is a change in salary and/or housing allowance.

Total Compensation*

- A. Cash Salary _____ (A)
- B. Parsonage Adjusted Amount OR Parsonage Fair Rental Value** _____ (B)
Update the housing exclusion section if you are adding information for a clergy member.
- C. Total Compensation (A) +(B) _____ (C)
This total compensation amount should be updated whenever this amount changes for the employee. Update it on the employee demographic tab in the portal. It includes (A) and (B). (B) is also entered in the housing exclusion section for clergy.

Payment Contribution Calculation

On lines (D), (E), and (F) multiply the Total Annual Pension Base (C) by the percentage elected in your adoption agreement to determine the annual employer and member contribution figures.

Recommended Contribution

	Annual Contribution	Per Elected Contribution Period***
D. Member – <input type="checkbox"/> Pre-Tax _____% Employee Pre-tax (determined by your org) AND/OR	\$ _____	\$ _____ (D)
<input type="checkbox"/> Roth _____%	\$ _____	\$ _____ (E)
E. Match _____% Employer Contribution		

Update this section in the portal under the employees section. You will select the "create payment" button on the right of the screen.

*Please only update the Board Designated Housing Exclusion section of the portal if you are adding information for a clergy.

** If there is NO parsonage, enter the parsonage adjusted amount (this amount equals the average cost of renting a three-bedroom home in congregation's zip code) OR if a parsonage IS available enter the fair rental value (the estimated value of renting the parsonage). This section is for clergy.

*** Refer to your adoption agreement to determine your organizations contracted contribution period. You will then need to divide the annual amount by that cadence of payments. This amount will be entered in the create payment section for each employee.