

DIOCESE OF SACRAMENTO – HUMAN RESOURCES SERVICES

The Diocese of Sacramento Lay Employee Pension Plan

Benefit Distribution Process

Employee

Date

The Diocese of Sacramento Benefits Manager will be notified that you have left our employment.

The Benefits Manager will mail you a Preliminary Application Form to start the process to distribute any vested benefits you may have within 30 days of your separation date.

Upon receipt of the completed Preliminary Application Form, the Benefits Manager submits the application to the Plan Actuary to calculate the vested balance of your pension account.

When the Benefits Manager receives the account balance calculation from the Actuary, a packet containing a Final Application and Method of Payment Form is prepared and mailed directly to you. This packets provides you with the information on the various pension distribution election options; i.e., rollover, lump sum cash payment, monthly annuity, etc.

After receipt of the completed Final Application and Method of Payment Form, the Benefits Manager submits the request for payment from the Plan Trustee.

Please understand that a distribution from the Plan may take from 60 to 90 days.

For questions contact:
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