

Electronic Data Transfer Manual



Electronic Data Transfer Manual

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Introduction

Benefits of the data transfer process

GuideStone has taken steps to enable you to use your computer technology to reduce your own manual record-keeping efforts and to speed up the process of sending information to GuideStone. By taking full advantage of the features listed in this manual, you will be able to:

- Extract enrollment data from your payroll system and send it electronically to GuideStone;
- Reduce the time it takes for contributions to begin performing for your employees;
- Extract employment termination data from your payroll system and send it electronically to GuideStone, eliminating the need to mail Notice of Termination forms and reducing the chance of delay in processing termination withdrawals;
- Ensure that GuideStone has current addresses for your employees without requiring a separate extract of data; and
- Have a bank account automatically debited for your payment, rather than sending a check or wiring money.

About this manual

The *Electronic Data Transfer Manual* was developed to help you provide GuideStone with retirement information electronically. By following the information in this manual you will be able to send information quickly and easily and eliminate many of the manual tasks you have had to perform in the past.

The Electronic Data Transfer Overview introduces you to the tasks involved in the data transfer process — both your tasks and ours.

The next section — Transmitting Data — introduces the transmittal methods (FTP or e-mail), explains your options when sending data, and gives you instructions needed to transmit data via FTP or e-mail. This section also provides information about remitting a contribution payment, including the four payment options:

- Preauthorized payment ACH (Automated Clearing House) draft.
- Employer's Trust Asset Account.
- Bank wire transfer.
- Commercial check.

The third section in the manual —Preparing the data— explains the data format necessary to submit the following types of retirement information:

- Enrollment.
- Contributions.
- Investment allocation.
- Participant data change.
- Employment termination.
- Control record.

For each of these types the manual provides information for the administrative side of the transfer (general information you need to know before encoding the information for electronic transfer) and for the technical side, including field descriptions and examples of records formatted for each type of data transfer (FTP or e-mail).

The *Electronic Data Transfer Manual* also includes the following sections:

- **Who to Call for Help** — provides you with GuideStone’s telephone numbers to call when you have administrative procedure and technical support questions.
- **Data Element Dictionary** — defines the most commonly used data element terms. Use this when you have questions about what certain terms mean as you work through this manual and send data electronically.
- **Appendices** — gives additional technical information necessary to electronically submit retirement plan data, including:

Appendix A — *Source Identification Table* — Lists the source identifiers for the different types of plans.

Appendix B — *Plan Number Tables* — Provides the plan numbers for the different types of plans.

Data transfer overview

During the data transfer process, a number of steps are necessary to provide the appropriate information from your location to GuideStone. These steps are described below.

1. As the employer, you determine when each of your employees is eligible to participate according to your plan.
2. You determine the contributions to be made on behalf of each employee in accordance with your plan.
3. You electronically encode enrollment, contribution, termination, participant data change and investment allocation information according to GuideStone specifications.
4. You can electronically transmit the information via FTP, or you can e-mail the information to GuideStone.
5. You can make payments through ACH draft, Employer's Trust Asset Account, wire or by check.
6. GuideStone accepts the payment and processes the information.

General instructions for transferring data

Prior to transferring data via FTP to GuideStone, you must have an employer number and a password. If you do not already have this information, contact GuideStone Client Services **Help Desk at 214-720-4789**.

Transmitting through FTP/e-mail

You can electronically transmit data to GuideStone using FTP or e-mail.

Remitting contribution payments

Valuation of contributions

In a daily valuation environment contributions are invested in units at a price determined by market performance. Accordingly, these contribution investments do not begin performing until unit shares are purchased. The shares to be purchased are determined by participants' investment choices and the remittance report provided by the employer. Therefore, remittance reports need to be processed into GuideStone record-keeping system before contributions can be invested.

By remitting reports electronically, an employer has substantially reduced the time required to process enrollments, terminations, participant data changes and balance contributions. In most instances these processes can be completed the day the data is delivered. Any data received after 3 p.m. may not be processed the same day. In addition, if the information submitted is not correct, it may take two or more days depending on the number and nature of the changes. Once the accounts are balanced a smaller or greater contribution amount than originally calculated may be required.

Due to the possible delays involved with the receiving and balancing of the data, a contribution payment remitted by an employer may not be invested for the participants for one or more days. GuideStone offers four payment methods that allow employers to more effectively match their payments to the investing schedule of their reports and to enhance their cash management options. Each payment option is discussed in the Payment options section.

Payment options

In an effort to provide flexibility for employers, GuideStone offers employers several payment options to satisfy contribution requirements determined by an electronically transmitted report. The payment methods include:

- Preauthorized payment ACH draft from the employer's commercial bank account.
- GuideStone-initiated transfer of money from an Employer's Trust Asset Account at GuideStone.
- Employer-initiated wire transfer to GuideStone.
- Employer-directed commercial check.

Depending on the payment method, you can receive a combination of better cash-management opportunities, less preparation work, lower bank processing costs and greater

accuracy. As an employer you can determine which contribution payment type best meets your needs.

Preauthorized payment ACH draft

GuideStone provides the ability to draft by ACH directly from an employer's designated commercial bank account for an electronically transmitted contribution report. If you decide to use this option, you will receive many benefits, including:

- Elimination of float time between contribution remittance and contribution investment.
- Elimination of payment processing required by your treasury department.
- Elimination of bank service charges for wires, ACH drafts you've initiated, or check processing.
- Elimination of over- or under-payment for a contribution report.
- Increased opportunities for cash management investing.

To pay by ACH draft, you first need to request and return an *Authorization Agreement for Preauthorized Payments*. When your data is ready for processing, forward it to GuideStone and we will balance and verify the data for correctness. Once the data has been uploaded to GuideStone's system, you will receive a confirmation e-mail stating the file has been processed.

Once the contributions are in balance, an ACH draft will be processed the following day and the contributions will post to participant's accounts that night.

If you have access to an online bank reporting system, the ACH draft will be reflected on the daily debit activity. In most cases your bank should not charge for this transaction. To verify this, contact your bank.

Trust asset account

Another payment option you may choose is to remit payments using your Trust Asset Account. The account would be used to pay the contributions determined by periodically remitted electronic contribution data. With this option you will receive the following benefits:

- Potential earnings provided by the investment of money through the Trust Asset Account.
- Elimination of the need to prepare a payment for each contribution data files.
- Elimination of multiple bank service charges for check processing.
- Elimination of overpayment or underpayment for each contribution data files.

To establish this payment method, you need to request and return a *Trust Asset Account Agreement*, which allows GuideStone to transfer money from the employer's Trust Asset Account to satisfy the contributions payment. (You may already have an Asset account agreement with GuideStone that will serve as your trust account.) When your contribution data is ready for processing, forward the data to GuideStone and indicate your intent to use the trust account for your contribution payments. If you wish, you may establish an agreement to debit your trust account every pay period.

When your contributions are balanced, GuideStone will send you a notification letter indicating the transfer amount from the trust account to pay your contributions. Each quarter, you will also receive a detailed statement of your asset account activity.

You may remit additional payments to replenish the Employer's Trust Asset Account as often as desired. You may also send payments directly to GuideStone by wire transfer. Remitting a wire transfer is discussed in the following section.

Bank wire transfer

You may also choose to send a bank wire transfer to satisfy the required contribution amounts. A wire transfer may be made before or after the remittance of an electronic contributions report. There are two potential benefits associated with transferring payments after the report has been submitted and processed by GuideStone:

- Elimination of overpayment or underpayment for a contribution report.
- Elimination of float time between a contribution remittance and investment.

To use this method, transmit your contribution data to GuideStone without a corresponding wire payment. When GuideStone receives the data, we will verify the contributions for correctness. Once the data has been uploaded to GuideStone's system, you will receive a confirmation e-mail stating the file has been processed.

If a transfer is made before you send a report, the remitted payments will not be invested until GuideStone receives and processes the data. To send a payment by bank wire, instruct your bank to transfer the required amount of money to GuideStone's depository bank at the following address:

Bank of America, Dallas
ABA –111000025
Account Name – GuideStone Financial Resources
Account Number - 004771140193

Commercial check

The final payment option is sending a bank commercial check to satisfy the required contribution amount. You need to remit the check when you send the contributions report. Send the payment to:

Regular Postal Service

GuideStone Financial Resources
P.O. Box 672072
Dallas, TX 75267-2072

UPS or Express Delivery

GuideStone Financial Resources
F & A Department
2401 Cedar Springs Road
Dallas, TX 75201

When GuideStone receives the payment, we will apply it to your contributions report. After balancing and verifying the report and payment, GuideStone will post contributions to participant accounts. At this point, the contribution report and payment process for a specified payment period will be complete.

Occasionally, a float may be created by the difference between the time of the check deposit and the time of the final report balancing. *Commercial check payment is the least-preferred payment option in a daily valuation environment, particularly if you have a large number of employees.*

Preparing the data

Enrollment

When remitting an enrollment electronically, submit the fields marked as required in the Enrollment Record Layout with valid data to set up a participant record. To set up a complete, active account, GuideStone needs to electronically receive **all** data listed in the Enrollment Record Layout. However, if GuideStone receives only the minimum required fields and they contain valid data, we can set up an account and credit any accompanying contributions to the account.

If you electronically submit all the information listed in the Enrollment Record Layout, you do not need to send an enrollment application. However, if you are unable to provide any of the non-required information at the time of the transfer, you need to contact GuideStone by telephone or send an enrollment application immediately following the electronic transmission. Be sure to include the participant's social security number on the enrollment application to identify the participant.

Note: Investment allocation information is optional at the time of enrollment. Please see “Investment Allocation” on page 19 for more information.

About two weeks after the enrollment is processed, the participant will receive an enrollment confirmation notice and will be asked to verify the accuracy of the data. A *Beneficiary Designation* form will be included with the notice.

Enrollment record layout

	Field	Picture Clause	Required Initially*	Description
1.	Record Type	X(1)	Y	Enter E to indicate this an Enrollment Record
2.	Version Number	X(2)	Y	The version number of the release
3.	Plan Number	X(6)	Y	The plan number. See Appendix B for valid values.
4.	Employer Number	9(6)	Y	GuideStone employer number
5.	Participant Number	9(9)	Y	Social Security number
6.	Last Name	X(14)	Y	Participant's last name
7.	First Name	X(11)	Y	Participant's first name
8.	Middle Initial	X(1)	N	Participant's middle initial
9.	Birth Date	9(8)	Y	In CCYYMMDD format
10.	Hire Date	9(8)	Y	In CCYYMMDD format
11.	Plan Entry Date	9(8)	Y	In CCYYMMDD format
12.	Preferred First Name	X(11)	N	Only if different from participant's first name
13.	Title	X(5)	N	Example: MR, MRS, DR
14.	Home Phone Number	X(20)	N	Example: 214-555-1234
15.	Gender	X(1)	N	M - Male or F - Female
16.	Marital Status	X(1)	N	M - Married or S - Single
17.	Address Type	X(1)	N	D or blank - Domestic F - Foreign
18.	Address Line 1	X(40)	N	Contents of address line 1
19.	Address Line 2	X(40)	N	Contents of address line 2 (if necessary)
20.	Address Line 3	X(40)	N	Contents of address line 3 (if necessary)

21.	City	X(28)	N	Participant's city
22.	State	X(2)	N	Participant's state
23.	ZIP Code	X(9)	N	Participant's ZIP Code
24.	Prior Months of Service	9(5)	N	Prior months of service with current employer
25.	Denominational Months of Service	9(5)	N	Months of denominational service <i>prior</i> to current employment
26.	Job Position	X(2)	N	See Appendix D for valid values. Required for Churches only Leave blank if not Church
27.	Over 20 hours per week	X(1)	N	Y or blank – If employed over 20 hours/week N – If employed less than 20 hours/week Required for Churches only Leave blank if not Church
28.	Spouse SSN	9(9)	N	Spouse's Social Security number
29.	Spouse Last Name	X(14)	N	Spouse's last name
30.	Spouse First Name	X(11)	N	Spouse's first name
31.	Spouse Middle Initial	X(1)	N	Spouse's middle initial
32.	Spouse Birth Date	9(8)	N	In CCYYMMDD format

*** Required Initially Values**

Y - Required to initially set up an account

N - Not necessary for initial set up, but required for a complete enrollment (see the "Enrollment Administration" section above).

Note: CCYYMMDD = Century, Year, Month, Day.

Example:

If you are transmitting data by FTP or e-mail, use comma-separated values (commas are not allowed as actual data). The record would look like:

E,01,1AG111,999999,4444444444,Smith,Jacob,M,19600301,19960115,19960115,Jake,Mr,214-555-1234,M,M,D,123 Main St,,Dallas,TX,75221,,,4444444441,Smith,Laura,R,19601201

Contribution

When electronically remitting contributions, which are determined by plan provisions, submit the fields marked as “required” in the Contribution Record Layout with valid data to apply the contributions to participants’ accounts. GuideStone needs to receive all applicable data listed in the Contribution Record Layout.

GuideStone will accept prior pay period contributions (back payments) when the prior pay period flag is set to Y and the actual payroll end date is given. If this information is not provided, the contributions will be considered as current pay period contributions, and we will not be able to identify prior pay period contributions for participants. In addition, if an audit is requested, we will be unable to identify participants’ contributions by payroll end dates, which participants often request instead of a yearly contributions audit. Proper identification of pay periods is also important for calculating annual maximum contribution limits.

Refer to *Appendix A - Source Identification Table* to determine the correct value for the necessary source. Your plan provisions govern the sources available to you.

Contribution record layout

Field	Picture Clause	Required	Description
1. Record Type	X(1)	Y	Enter C to indicate a Contribution Record
2. Version Number	X(2)	Y	The version number of the release. (01)
3. Plan Number	X(6)	Y	The plan number. Example: 1AG111
4. Employer Number	9(6)	Y	GuideStone employer number
5. Participant Number	9(9)	Y	Social security number
6. Payroll End Date	9(8)	Y	In CCYYMMDD format (Century, Year, Month, Day)
7. Prior Pay Period Flag	X(1)	N	N or blank - Current pay period Y - Prior pay period
8. Source Identifier	X(1)	Y	The source from which the contribution is coming. See Appendix A for valid values.
9. Amount	S9(7)V99	Y	The amount of the contribution. Do not include dollar signs, decimals, or commas. The amount can be negative. Include cents, even if zero.
10. No Pay Code	X(1)	N	Blank for normal contribution or: F - Final contribution S - Stop contributions N - No payment this period

Note: Because contributions are handled by source, include a separate record for each contributing source.

Example:

Version: 01; Plan Number: 1AG111; Employer Number: 999999; Participant Number: 4444444444; Payroll End Date: 19960131; current pay period, source F for \$150.25; source E for \$50; source K for \$40;

When transmitting data use comma-separated values (commas are not allowed as actual data). The record would look like:

```
C,01,1AG111,999999,4444444444,19960131,,F,15025
C,01,1AG111,999999,4444444444,19960131,,E,5000
C,01,1AG111,999999,4444444444,19960131,,K,4000
```

Participant data change

When electronically remitting a participant data change, submit the fields marked as required in the Participant Data Change Record Layout with valid data to update the participant record.

For programming convenience, you may include Participant Data Change records with current name, address, and telephone number each time you remit contribution data, whether or not these fields have changed. GuideStone will compare your new data to our current data to determine whether a change should be made. Your employees should always notify you of any address changes and not contact GuideStone. This will help prevent overlaying our records with invalid addresses.

You can also submit participant data changes separately through FTP or e-mail at any time. For these types of changes, include the participant's name, address, and telephone number.

Participant data change record layout

	Field	Picture Clause	Required	Description
1.	Record Type	X(1)	Y	Enter P to indicate Participant Data Change Record
2.	Version Number	X(2)	Y	The version number of the release 01
3.	Plan Number	X(6)	Y	The plan number. See Appendix B for valid values.
4.	Employer Number	9(6)	Y	GuideStone employer number
5.	Participant Number	9(9)	Y	Social Security number
6.	Birth Date	9(8)	Y	Participant's birth date in CCYYMMDD format. This is used only for verification of changes and cannot be changed electronically.
7.	Last Name	X(14)	N	Participant's last name
8.	First Name	X(11)	N	Participant's first name
9.	Middle Initial	X(1)	N	Participant's middle initial
10.	Preferred First Name	X(11)	N	Include only if different from the participant's first name
11.	Title	X(5)	N	Example: MR, MRS, DR
12.	Address Type	X(1)	N	D or blank - Domestic F - Foreign
13.	Address Line 1	X(40)	N	Contents of address line 1
14.	Address Line 2	X(40)	N	Contents of address line 2 (if necessary)
15.	Address Line 3	X(40)	N	Contents of address line 3 (if necessary)
16.	City	X(28)	N	Participant's city
17.	State	X(2)	N	Participant's state
18.	ZIP	X(9)	N	Participant's ZIP Code

19. Home Phone Number	X(20)	N	Example: 214-555-1234
20. Martial Status	X(1)	N	M – Married or S – Single
21. Spouse SSN	X(9)	N	Spouse’s Social Security number
22. Spouse Last Name	X(14)	N	Spouse’s Last Name
23. Spouse First Name	X(11)	N	Spouse’s First Name
24. Spouse Middle Initial	X(1)	N	Spouses Middle Initial
25. Spouse Birth Date	9(8)	N	In CCYYMMDD format (Century, Year, Month, Day)

Note: When prepared for electronic transmission, the data used in the following example would be on one line with no line wrapping.

Example:

Version: 01; Plan Number: 1AG111; Employer Number: 999999; Participant Number: 4444444444; Birth Date: 19530927; Address change from: 123 Main St., Chicago, IL, 60439 to: 777 Oak St., Dallas, TX., 75221

When transmitting data use comma-separated values (commas are not allowed as actual data). The record would look like:

P,01,1AG111,999999,4444444444,19530927,,,,,,777 Oak St,,Dallas,TX,75221

Termination

By electronically supplying the necessary employment termination information, you will eliminate the need to send forms or make calls concerning terminations. You will also speed up the process of forfeitures of non-vested dollars. However, the data transfer process does not eliminate our normal process for withdrawals.

When electronically transmitting termination data for a participant, submit the fields marked as required in the Termination Record Layout with valid data. You need to submit all applicable data on the Termination Record Layout.

To expedite and coordinate the payment of retirement benefits and the processing of termination withdrawals, notify GuideStone in advance, as to when we should expect final contributions for a participant. GuideStone will credit final contributions received after the employment termination date to a participant's account if the payment period reflects a date prior to termination of employment.

You can also submit participant data changes separately through FTP or e-mail at any time. For these types of changes, include the participant's name, address, and telephone number.

If you include all information listed on the Termination Record Layout, you do not need to supply a Notice of Termination form to remove forfeited (non-vested) dollars. We will automatically process the forfeiture and you and the participant will receive confirmation notices.

Termination record layout

	Field	Picture Clause	Required	Description
1.	Record Type	X(1)	Y	Enter T to indicate a Termination Record
2.	Version Number	X(2)	Y	The version number of the release
3.	Plan Number	X(6)	Y	The plan number. See Appendix B for valid values.
4.	Employer Number	9(6)	Y	GuideStone employer number
5.	Participant Number	9(9)	Y	Social Security number
6.	Termination Date	9(8)	Y	Date the participant is to be terminated in CCYYMMDD format
7.	Final Payment Date	9(8)	Y	The payment period date for the participant's final contribution in CCYYMMDD format
8.	Termination Reason	X(1)	Y	0 - Termination 4 - Retirement 5 - Disability 6 - Death

Note: CCYYMMDD = Century, Year, Month, Day.

Example:

Version: 01; Plan Number: 1AG111; Employer Number: 999999; Participant Number: 4444444444; Termination Date: 19960220; Final Payment Date: 19960228; Termination Reason: 0

When transmitting data use comma-separated values (commas are not allowed as actual data). The record would look like:

T,01,1AG111,999999,4444444444,19960220,19960228,0

Investment allocation

You are no longer required to send your employees' investment allocations to GuideStone. Most employers will allow employees to select their investment allocations by telephone or Internet. With the default approach described below, you do not have to store investment choices in your system. This approach works as follows:

- You transmit initial enrollment and contribution data to GuideStone without investment information. GuideStone credits the participant account to the default investment as defined in plan rules.
- The participant receives an enrollment confirmation notice stating where default contributions are credited. The participant is also provided information to enable him or her to call or log on to the Internet at any time to request a change in future contributions, as well as previously contributed dollars.

You have the option of not sending allocation information for participants or sending only the initial allocation. Most employers will elect the default approach to avoid having to store investment choices in their system.

If you remit allocation records electronically, submit the fields marked as required in the Allocation Record Layout with valid data to set up an allocation record. GuideStone needs to receive all data listed on the Allocation Record Layout.

You can submit allocation records before the first electronic contributions transmission. If allocation information does not reach GuideStone by the date contributions are processed, the contributions will be credited to the default investments as defined by plan rules.

All employee contributions (whether before or after tax, matched or voluntary) have the same investment allocation. Also, all employer contributions (matching or not) have the same investment allocation as the employee contributions. When you allocate employer or employee contributions, the percentage *must equal 100* for each of them. Each plan has separate investment allocations. For example, if a participant is contributing to the 403(b)(9) Plan and the Voluntary Retirement Plan, the participant can set up a different allocation for each plan.

Note: If a new source is added with a new investment allocation, all same sources default to new investment allocation.

Investment allocation record layout

	Field	Picture Clause	Required	Description
1.	Record Type	X(1)	Y	Enter A to indicate an Allocation Record
2.	Version Number	X(2)	Y	The version number of the release
3.	Plan Number	X(6)	Y	The plan number. See Appendix B for valid values.
4.	Employer Number	9(6)	Y	GuideStone employer number
5.	Participant Number	9(9)	Y	Social Security number
6.	Effective Change Date	9(8)	N	Default to current date
7.	Allocation Type	X(2)	Y	EE - Employee ER - Employer
8.	Investment	X(2)	Y	Contact GuideStone for an Investment Table for your plan.
9.	Allocation Percent	9v99	Y	The percentages must be whole numbers and add up to 100 when allocating EE or ER contributions (do not enter the decimal).

Note: You need to include a separate record in the file for each participant investment.

Example:

Version: 01; Plan Number: 1AG111; Employer Number: 999999; Participant Number: 4444444444; defaulting Effective Change Date to today; allocating employee and employer dollars to the Aggressive Allocation and Value Equity investment with an equal allocation percentage,

When transmitting data, use comma-separated values (commas are not allowed as actual data). The records would look like:

```
A,01,1AG111,999999,4444444444,,EE,EQ,050
A,01,1AG111,999999,4444444444,,EE,E3,050
A,01,1AG111,999999,4444444444,,ER,EQ,050
A,01,1AG111,999999,4444444444,,ER,EE,050
```

Control record

GuideStone uses the Control Record to verify the information you sent with the information we received. We check both the total number of records and the total contribution amount. You will need to include the Control Record at the end of the file each time you send data.

Control record layout

Field	Picture Clause	Required	Description
1. Record Type	X(1)	Y	Enter Z to indicate this is a Control Record
2. Version Number	X(2)	Y	The version number of the release. (01)
3. Plan Number	X(6)	Y	The plan number. Example: 1AG111
4. Employer Number	9(6)	Y	GuideStone employer number
5. Total Enrollment Records	9(5)	Y	The total number of enrollment records included in the file
6. Total Contribution Records	9(5)	Y	The total number of contribution records included in the file
7. Total Termination Records	9(5)	Y	The total number of termination records included in the file
8. Total Investment Allocation Records	9(5)	Y	The total number of investment allocation records included in the file
9. Total Participant Data Maintenance Records	9(5)	Y	The total number of participant data maintenance records included in the file
10. Total Contribution Amount	S9(9)V99	Y	The total contribution amount for all the contribution records. Do not include dollar signs, decimals, or commas. Include the cents, even if zero.

Example:

Version: 01; Plan Number: 1AG111; Employer Number: 999999; Total Enrollment records: 8; Total Contribution records: 125; Total Termination records: 3; Total Investment Allocation records: 0; Total Participant Data Maintenance records: 12; Total Contribution Amount: \$25,000.00;

When transmitting data, use comma-separated values (commas are not allowed as actual data). The records would look like:

Z,01,1AG111,999999,8,125,3,0,12,2500000

Who to call for help

When you have an **administrative procedure** question, call the Client Services Help Desk at (214) 720-4789. Indicate that you have an administrative procedure question concerning the *Electronic Data Transfer Manual*, and you will be referred to the Retirement Operations Department.

When you have a **technical support** question, call the Client Services Help Desk at (214) 720-4789. Indicate that you have a technical support question concerning the Data Transfer Manual.

For other questions, contact GuideStone at (888) 984-8433 or (888) 98-GUIDE.

GuideStone's work week is Monday through Friday. The telephone numbers listed below are available during the following hours CST (Central Standard Time):

- 214-720-0511 - 8:00 a.m. to 4:45 p.m.
- 214-720-4789 - 7:00 a.m. to 6:00 p.m.
- 888-984-8433 - 7:00 a.m. to 6:00 p.m.

Data element dictionary

Address Line 1	Contents of address line 1. If necessary, enter the remainder of the address in lines 2 and 3. Do not include city, state, or ZIP on the address lines.
Address Line 2	Contents of address line 2.
Address Line 3	Contents of address line 3.
Address Type	Domestic or foreign. The default is domestic. Enter: D or blank - Domestic F - Foreign
Allocation Percent	The percentage used in calculating how many dollars to designate for each fund. The format is 9v99. All allocations must add up to 100%. For example: 100% = 100 75% = 075 33% = 033
Allocation Type	Indicates if an employee or employer payment allocation is being made. EE - Employee ER - Employer
Amount	The amount of the contribution. Do not use dollar signs, commas, or decimals. Negative contributions are allowed. Include the cents even if they are zero. The format is PIC S9(7)V99.
Birth Date	The participant's birth date in CCYYMMDD format. For example: 19550131.
City	The city of the participant's residency.
Denominational Months of Service	The number of months the participant had denominational service before the current employment.
Effective Change Date	The date the allocation change will take effect in CCYYMMDD format. This field defaults to the current date if nothing is entered. For example: 20080501.
Employer Number	The employer's uniquely assigned GuideStone number.
Final Payment Date	The payroll end date, in CCYYMMDD format, for the participant's final contribution. For example: 20080228.

Gender	Male or female. Enter: M - Male F - Female
Hire Date	The date the participant was hired by the employer in CCYYMMDD format. For example: 20080310.
Home Phone Number	The participant's home telephone phone number with the edit characters. For example: 214-555-1234.
Investment	The investment to which contribution dollars are to be allocated. Contact GuideStone for an Investment Table for your plan.
Marital Status	Married or single. Enter: M - Married S - Single
Name: First	The participant's first name.
Name: Last	The participant's last name. Add all suffixes to the end with a space after the last name. For example: Johnson Sr.
Name: M.I.	The participant's middle initial, if available.
No Pay Code	A space or blank in this field indicates normal contribution processing. Otherwise, enter: F - Final Contribution (only necessary if no final payment date was entered on the termination record) S - Stop Contributions N - No Payment
Participant Number	The participant's Social Security number.
Payroll End Date	The last day of the pay period through which the contribution is paid.
Plan Entry Date	The date the participant was entered into the plan in CCYYMMDD format. For example: 20071201.
Plan Number	The retirement plan number under which the account will be administered. An employer can be in multiple plans. See Appendix B for plan number tables.
Preferred First Name:	Only needed if the name is different than the First Name field.

Prior Months of Service	Number of months of service prior to current employment.
Prior Pay Period Flag	Indication if the contribution is for a prior pay period. Enter a “Y” in this field and the prior pay period date in the Payroll End Date field for a prior pay period contribution. The system defaults this field to blank or “N,” meaning the contribution is for the current pay period.
Record Type	Type of record: A - Allocation Record C - Contribution Record E - Enrollment Record P - Participant Data Change Record T - Termination Record Z - Control Record
Source Identifier	The source of money for the contribution dollars. See Appendix A for valid values.
Spouse Birth Date	The birth date of the participant's spouse in CCYYMMDD format. For example: 19570301.
Spouse Name: First	The first name of the participant's spouse.
Spouse Name: Last	The last name of the participant's spouse. Add all suffixes to the end with a space after the last name. For example: Johnson Sr.
Spouse Name: M.I.	The middle initial of the participant's spouse.
Spouse SSN	The Social Security number for the participant's spouse.
State	The two-character state abbreviation for the participant's state of residency.
Termination Date	The date the participant is to be terminated from the plan in CCYYMMDD format. For example: 20071201.
Termination Reason	The reason the participant is being terminated: 0 - Termination 4 - Retirement 5 - Disability 6 - Death
Title	The title of the participant, if available. For example: MR, MRS, DR

Total Contribution Amount	The total contribution amount for all the contribution records. Do not include dollar signs, decimals, or commas and include the cents, even if zero. This is used to verify that the dollar amount you sent is the same as the dollar amount we received.
Total Contribution Records	The total number of contribution records included in the file. This is used to verify that the data you sent is the same as the data we received.
Total Enrollment Records	The total number of enrollment records included in the file. This is used to verify that the data you sent is the same as the data we received.
Total Investment Allocation Records	The total number of investment allocation records included in the file. This is used to verify that the data you sent is the same as the data we received.
Total Participant Data Maintenance Records	The total number of participant data maintenance records included in the file. This is used to verify that the data you sent is the same as the data we received.
Total Termination Records	The total number of termination records included in the file. This is used to verify that the data you sent is the same as the data we received.
Version Number	The version number of the release under which the data is being sent.
ZIP	The ZIP Code for the participant. Do not enter any special characters (such as a dash). For example: 75221 or 752212190

Appendices

Appendix A - Source identification table

Source Identifier	Source Name - 403(b) Plans	Source Name - 401(k) Plans
A	Employee Required	
B	Employee Matched Pre Tax	Employee Matched Pre Tax
C	Employer Discretionary (100% Vested)	Employer Discretionary (100% Vested)
D	Employer Matched	Employer Matched
E	Employee Non-Matched Pre-Tax	Employee Non-Matched Pre-Tax
F	Employer Non-Matched	Employer Non-Matched
G	Employee Matched After Tax	Employee Matched After Tax
K	Employee Non-Matched After Tax	Employee Non-Matched After Tax
M	Employee Matched Roth Elective Deferrals	
Q	Employer Tax Paid (Missionary Service Contribution)	
Z	Employee Non-Matched Roth Elective Deferrals	
1	Employer Discretionary	Employer Discretionary
4	Deferred Compensation (Spillover)	
5	Asset Account*	Forfeiture Account

*** Please contact GuideStone before using this source.**

Appendix B - Plan number tables

403(b)(9) Retirement Plans

Your six-character plan number assigned by GuideStone. For example: 1AG999

Church Retirement Plan

1CHAP1

Voluntary Retirement Plan

1VAP01 - for Qualified Church Controlled Organizations

1VAP02 - for Non-Qualified Church Controlled Organizations

Note: If your plan number is not listed in this appendix, contact GuideStone. Also, please note that any Deferred Compensation Plan arrangements are separate plans and should not be coded as one of the plans in the tables above. Contact GuideStone for your plan number.



2401 Cedar Springs Road, Dallas, TX 75201-1498
1-888-98-GUIDE • www.GuideStone.org

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