

SALARY UPDATE (Revised December 1, 2009)
(FOR GROUP INSURANCE PURPOSES)

NAME OF PASTOR _____

ADDRESS _____

Please complete the following relative to salary and allowances. This should be three separate figures (car and housing should not be included in salary).

Gross Salary (Including RSP) _____ weekly bi-weekly monthly

Car Allowance _____ weekly bi-weekly monthly

****Monthly Housing Allowance** _____

The above became effective _____
(date)

Signature: _____
(pastor or church treasurer)

****This figure should represent the fair rental value for your parsonage in your community, keeping in mind the cost of utilities.**

NOTICE: Any salary change will only affect the Long-Term Disability portion of your premium. As it can take up to four to six weeks for a salary change to be activated, you can use the formula to get your updated premium while waiting for the change to be processed at Manulife. **This does not mean that you don't have to submit changes in salary to this office, this should be done as soon as a change occurs.**

UPDATED FORMULA: salary + car + housing x 58% ÷ 100 x 2.59 = LTD premium

PLEASE RETURN TO THE ATTENTION OF DONNA STARKES