

Mennonite Church USA Dental Plan
Summary Plan Description
Preventive and Basic Coverage
January 1, 2026

Signed by:

Susan H. Burkholder

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Authorized signature of approval

Susan H. Burkholder

Name

Director, The Corinthian Plan

Title

May 19, 2026

Date

Mennonite Church USA Dental Plan

Summary Plan Description

Preventive and Basic Coverage

Plan Information

This summary plan description (and accompanying membership card) is issued only to eligible employees of Mennonite Church USA, 3145 Benham Ave., Suite 1, Elkhart, IN 46517. Credentialed pastors and non-credentialed employees of participating area conference offices and congregations are considered to be employees of Mennonite Church USA for purposes of this plan.

Plan sponsor: Mennonite Church USA, 3145 Benham Ave., Suite 1, Elkhart, IN 46517; (574) 294-7523

Type of benefit plan: Group dental plan

Plan number: 511

Plan year: Jan. 1 — Dec. 31

Denomination's plan effective date: Sept. 1, 2002

Denomination's plan revision date: Jan. 1, 2026

Plan administrator, plan representative, trustee, and agent for service of legal process: Mennonite Church USA, 3145 Benham Ave., Suite 1, Elkhart, IN 46517; (574) 294-7523

Claims administrator: Everence Association, Inc., a fraternal benefit society, P.O. Box 483, Goshen, IN 46527; (800) 348-7468 or (574) 533-9511

Type of plan administrator: Contract administrator

The plan sponsor reserves the right to modify, suspend, or end the plan at any time.

Table of Contents

Schedule of Benefits.....	4
Introduction	5
Definitions	6
Participation — Who Can Be Covered.....	8
Enrollment — When Coverage Starts	10
Basis of Coverage — What Coverage Costs	12
How Your Dental Coverage Works.....	12
Pre-treatment Certification	13
Covered Services.....	13
What’s Not Covered.....	13
How to Submit a Claim	14
Termination of Coverage.....	15
Coordination of Benefits	17
Provision of Protected Health Information to Plan Sponsor.....	20
Other Important Points	22

Schedule of Benefits

Coinsurance, per calendar year:

Preventive Services Plan pays 100%, you pay 0%
Basic Services Plan pays 75%, you pay 25%

Annual maximum benefit for all services, combined:

Individual maximum \$1,300
Family maximum \$2,100

Plan payments for provider services are based on the reasonable and customary (R&C) charges for the type of care, service, or treatment received. If the provider's charges are more than the reasonable and customary (R&C) amount, you will be responsible for paying the difference. Any of these extra amounts you have to pay will not count toward your calendar-year coinsurance requirement.

Introduction

This summary plan description describes the dental benefits provided by the Mennonite Church USA Dental Plan, a self-funded plan from Mennonite Church USA for eligible employees of Mennonite Church USA. It will tell you how you can be covered by the plan, how to file a claim, and other important information about how the plan works. Please read it carefully.

You have joined a church-based network of employees to provide you with an excellent package of benefits.

Claims for the plan will be handled by a claims administrator listed on the cover page who is trained in the benefits offered by the plan.

If you have questions about the plan or about points in the plan that aren't covered in this summary plan description, please call the claims administrator at (574) 533-9511 or (800) 348-7468.

Definitions

The following words and terms are used in this summary plan description. When used, this is what they mean.

Assignment of benefits — Your authorization to the claims administrator to pay plan benefits directly to a service provider, for example, the dentist.

Calendar year — The 12-month period from Jan. 1 through Dec. 31 of any year.

Coinsurance — Your share of covered charges.

Covered person — An employee or dependent who meets the eligibility criteria outlined in *Participation – Who Can Be Covered* and is enrolled in and receiving benefits under this plan.

Dentally necessary — Services or supplies provided by a dentist that are:

1. Appropriate for the symptoms and diagnosis or treatment of the covered person's dental condition;
2. Provided for the diagnosis or the direct care and treatment of the covered person's dental condition;
3. In accordance with current standards of good dental practice; and
4. Not primarily for the convenience of the covered person or dentist.

Dentist — A licensed doctor of dental surgery or doctor of dental medicine.

Emergency — A non-elective, urgent, or immediate treatment due to a sudden and severe onset of a dental condition.

Eligible expense — Charges for services or supplies that are:

1. Dentally necessary for the treatment of a dental condition;
2. Reasonable and customary;
3. Listed under *Covered Services*; and
4. Incurred while covered under this plan.

Employee — Credentialed pastors working for a participating institution and non-credentialed employees employed and paid by a participating institution, as outlined in *Participation – Who Can Be Covered*.

Experimental dental treatment — Those services or supplies not recognized or proven to be effective treatment of a dental condition in accordance with generally accepted standards of dental practice. The service or supply must not be considered experimental, investigational or for research purposes by the American Dental Association.

Immediate family — A covered person's spouse, child, parent, sibling, or in-law.

Incurred — Charges for covered services are incurred on the date the covered service, treatment, or supply is received.

Injury — Bodily injury sustained by a covered person that:

1. Is directly caused by an accident, independent of other causes; and
2. Occurs while the coverage is in force for that person.

Medicare — Title XVIII of the Social Security Act of 1965 as amended.

Participating institution — A conference office or congregation that is enrolled in and participating in this plan.

Plan — The Mennonite Church USA Dental Plan which provides coverage for employees of participating institutions of Mennonite Church USA and their dependents who:

1. Meet the eligibility requirements outlined in *Participation – Who Can Be Covered*; and
2. Are enrolled in the plan.

Plan administrator — The person or entity that maintains the records of the plan, administers the plan, has discretionary authority to interpret the provisions of the plan, and makes all decisions necessary or proper to carry out the terms of the plan. The plan administrator may delegate its responsibilities to other persons or entities. The plan administrator for this plan is Mennonite Church USA.

Plan year — The plan's fiscal year. It is the 12-month period beginning each Jan. 1 and ending the following Dec. 31.

Qualified Medical Child Support Order (QMCSO) — A legal order requiring the coverage of specified child(ren) under an individual's medical plan benefits. If Your employer determines that a separated or divorced spouse or any state child support or Medicaid agency has obtained a legal QMCSO, and Your current plan offers dependent coverage, you will be required to provide coverage for any child(ren) named in the QMCSO. If You do not enroll the child(ren), Your employer must enroll the child(ren) upon application from Your separated/divorced spouse, the state child support agency or Medicaid agency and withhold from Your pay Your share of the cost of such coverage. You may not drop coverage for the child(ren) unless You submit written evidence to Your employer that the child support order is no longer in effect. The plan may make benefit payments for the child(ren) covered by a QMCSO directly to the custodial parent or legal guardian of such child(ren). ERISA preemption of state laws does not apply to Qualified Medical Child Support Orders and provisions of state laws requiring medical child support. Group health plans may not deny enrollment of a child under the health coverage of the child's parent on the grounds that the child is born out of wedlock, not claimed as a dependent on the parent's tax return, or not in residence with the parent or in the applicable service area. Additional information concerning "QMCSO" procedures are available from the Plan Administrator at no charge upon request.

Reasonable and customary (R&C) charge — The fee most commonly charged by dentists and service providers in the geographical area where the care, service, or treatment is given for the same type of care, service, or treatment, taking into consideration the nature and severity of the covered person's condition. The reasonable and customary (R&C) charge is determined by the claims administrator.

Spouse — The individual who is legally married to an employee (as determined under applicable laws of the state in which the marriage was validly entered into, regardless of the current state of domicile), and resides in the same country as the employee while the employee is a participant in this plan. The employee may be required to provide documentation proving a legal marital relationship. Spouse does not include an individual who is legally separated from the employee.

You, your — The employee working for or employed and paid by a participating institution who is enrolled in this plan and to whom this summary plan description is issued.

Participation — Who Can Be Covered

Employees

You will automatically be enrolled in this plan if:

1. You are a pastor of a participating institution (see definition in *Definitions*) who is:
 - a. Credentialed for ministry (ordained, licensed toward ordination, or licensed for specialized ministry) by an area conference of Mennonite Church USA or by a recognized and approved credentialing process as determined by the plan sponsor for pastors of participating institutions that are not formally affiliated with Mennonite Church USA; and
 - b. Working at least 20 hours per week in ministry to the congregation; **or**
2. You are a non-credentialed employee of a participating institution who is employed and paid for at least 30 hours per week*;
3. Your participating institution has elected to provide dental coverage for eligible employees; and
4. You are enrolled in the Congregational Employee Plan for Mennonite Church USA or you waived coverage in that plan due to having other health coverage through one of the valid health plan waive options.

*Non-credentialed employees of participating institutions who were enrolled in the Mennonite Church USA Dental Plan on Dec. 31, 2009, and regularly paid for at least 20 but less than 30 hours per week at that time may continue enrollment in this plan until employment ends or the number of hours of employment is reduced to less than 20 hours per week, whichever occurs first.

You must follow all enrollment procedures outlined in *Enrollment — When Coverage Starts*, if applicable.

FMLA Leave

Under any leave of employment that qualifies under the Family and Medical Leave Act of 1993 (FMLA), your coverage will be maintained under the plan on the same conditions as coverage would have been provided if you had been continuously working. This means that the same level of benefits and type of coverage available to similarly situated working employees will be available to you. You must pay the same level of premium contribution you were paying as an active employee.

If you do not return to work as an active employee working the applicable minimum employment requirement for non-credentialed employees and credentialed pastors listed above and performing the normal duties of your job on the first business day that follows the end of an FMLA leave, coverage under this plan will terminate.

Non-FMLA Leave

You remain eligible for coverage for a maximum of 60 days of a non-FMLA leave of absence approved according to Mennonite Church USA leave policy in effect at the time of the leave. **However, you are not eligible for coverage during a non-FMLA leave of absence that is taken immediately following the exhaustion of an FMLA leave of absence.**

Sabbaticals

You remain eligible for coverage if you are on a sabbatical approved by your participating institution according to the participating institution's written sabbatical policy in effect at the time of the sabbatical. The terms of the sabbatical must be within the Mennonite Church USA sabbatical guidelines in effect at the time of the sabbatical and the employee must agree to provide a minimum one year of service to the congregation following the sabbatical, as indicated in the Mennonite Church USA sabbatical guidelines.

If you do not return to work as an active employee working the applicable minimum employment requirement for non-credentialed employees and credentialed pastors listed above and performing the normal duties of your job on the first business day that follows the end of an approved sabbatical, coverage under this plan will terminate.

Military Leave

Employees and their dependents who are covered under this plan on the day the employee leaves employment for military service will have plan rights as mandated by the Uniformed Services Employment and Re-employment Rights Act (USERRA). These rights include the following:

1. The right to elect up to 24 months of extended plan coverage beginning on the day the employee would otherwise lose plan coverage because of entering military service*; and
2. Immediate plan coverage with no pre-existing conditions waiting periods or exclusions applied when the employee is re-employed by the participating institution upon return from military service, except for injuries or illnesses determined by the Secretary of Veterans' Affairs to have been incurred or aggravated during military service.

*If the period of military service is 30 days or less, the employee is responsible to pay the same level of premium contribution he or she was paying as an active employee. If the period of military service is 31 days or more, the employee is responsible to pay the entire cost of coverage plus a reasonable administration fee.

This provision is mandated by the Uniformed Services Employment and Re-employment Rights Act (USERRA) for all public and private employers. For more information, contact the plan administrator.

Dependents

If you are enrolled in this plan, your dependents will automatically be enrolled in the plan. A dependent is:

1. Your spouse (see definition in *Definitions*), provided you are not divorced or legally separated.
2. Your children** under the age of 26. Your child's marital status, financial dependency, employment, residency, student status, or voluntary service status will not be considered in determining eligibility for plan coverage to age 26.
3. Any biological or legally adopted children of your dependents as defined in #2 as long as they are principally dependent on you for support and maintenance. You may be required to provide proof of this support.

A dependent also includes a child for whom you are required to provide medical coverage pursuant to a Qualified Medical Child Support Order (see definition in *Definitions*).

**For the purposes of plan coverage, the word *children* means your biological children, children placed in your home for adoption, or stepchildren who meet the age requirements. The word *children* also includes a minor for whom you have accepted legal guardianship.

Dependents Who Are Disabled

If your dependent child is not able to support themselves due to intellectual disability, physical disability, mental illness or developmental disability that started before age 26 and must continue to be entirely dependent on you for support and maintenance. You will have to give Everence a written notice from your physician that documents your child's physical or developmental disability within 30 days after your child's 26th birthday. Everence may ask you to provide written proof from your physician once a year certifying your child's continuing disability. You will have to pay the full cost of any required proof or certification.

The premium charged for a mentally ill, an intellectually, physically, or developmentally disabled dependent will be the same as any other adult covered person age 26 or older who is not an employee.

Plan coverage for a disabled dependent will continue as long as you are covered by the plan or until the earlier of the following events:

1. Your child is no longer disabled;
2. Your child is no longer entirely dependent on you for support and maintenance;
3. You do not provide proof of your child's continuing disability when Everence asks for it; or
4. Your child gets married.

General Provisions

If more than one family member works for a participating institution, plan benefits will be identical to those you would receive if only one family member works for a participating institution. If both you and your spouse work for the same participating institution, your children will be enrolled either as your dependents or your spouse's dependents, but not under both.

It is very important for the claims administrator to have correct, up-to-date information about you and your dependents. **Be sure to let the claims administrator know when any of your personal information changes**, such as your marital status, the number of your dependents, their names and birth dates, etc. This information helps ensure that all people are properly enrolled and have the appropriate coverage.

Enrollment – When Coverage Starts

When Coverage Begins

Coverage begins for employees and their dependents as follows:

1. For employees and dependents enrolling at the time of a participating institution's initial group formation, on the date of the formation.
2. For new employees (and their dependents) hired after initial group formation who are not transferring coverage from another participating institution, on the first day of employment.
3. For new employees (and their dependents) hired after initial group formation who are transferring coverage from another participating institution, on the first day of the month following the first day of employment.
4. For dependents added later as a result of marriage, on the first day they qualify as a dependent..
5. For a newborn or newly adopted child under age two (if the child is the first dependent added to the plan), on the child's second birthday.
6. For a newborn or newly adopted child added to dependent coverage already in force, on the first day the child qualifies as a dependent.

Initial Enrollment

If you meet the eligibility criteria in *Participation – Who Can Be Covered*, you will automatically be enrolled in this dental plan, unless you waive coverage due to having other dental coverage.

If you are also enrolling in the Congregational Employee Plan, you do not need to provide any additional information to the claims administrator to complete the enrollment process for the dental plan. However, if you waive coverage in the Congregational Employee Plan because you have other health coverage through one of the valid health plan waive options, you must complete the *Employee Enrollment for Dental Coverage* form to provide information about yourself and your eligible dependents which is needed to complete enrollment in the dental plan. The enrollment form can be obtained from the claims administrator and must be completed as part of the hiring process or within the 90-day enrollment period that immediately follows your first day of employment.

If you are waiving dental coverage under this plan for someone in your family because they have other dental coverage, you must complete the waiver section of the *Employee Enrollment for Dental Coverage* form.

Enrolling New Dependents

If you meet the eligibility criteria in *Participation – Who Can Be Covered*, and have chosen dependent coverage under the Congregational Employee Plan, your new dependents will automatically be enrolled in this plan, unless you waive coverage due to having other dental coverage. You do not need to provide any additional information to the claims administrator to enroll your new dependents in this plan.

However, if you waived coverage under the Congregational Employee Plan because you have other health coverage through one of the valid health plan waive options, you must complete the *Employee Enrollment for Dental Coverage* form to provide information about your new dependent(s) that is needed to complete enrollment in the dental plan. The enrollment form can be obtained from the claims administrator and must be completed during the 90-day enrollment period that immediately follows the date your dependent first becomes eligible for coverage through birth, placement for adoption, adoption, or marriage.

Coverage for new dependents added through marriage begins on the day of marriage if the enrollment process is completed within the 90-day enrollment period that immediately follows the date of marriage.

Coverage for a newborn or newly adopted child under age two who is the first dependent added to this plan will be effective on the child's second birthday. Coverage for a newborn or newly adopted child added to dependent coverage already in force will be effective on the day of birth, adoption, or placement in your home, whichever is applicable.

If you are already enrolled in the plan when you add your first dependent, you will get a new membership card showing your family coverage.

Special Enrollment Periods

Waiver of Coverage

If you and/or your dependents are eligible for coverage under this plan but waive coverage due to enrollment in other dental coverage, you and/or your dependents may enroll in this plan later if employer contributions toward the other dental coverage terminate or if eligibility for the other dental coverage ends as a result of:

1. Termination of employment;
2. Involuntary termination of the other dental plan;
3. Reduction in the number of hours of employment;
4. Legal separation, divorce, or death of a spouse;
5. Discontinuance of dependent coverage; or
6. Marriage.

You and/or your dependents will automatically be enrolled in this plan during the 90-day special enrollment period that immediately follows the day the other dental coverage ends (or employer contributions terminate). Coverage will be effective the day after the other dental coverage ends (or employer contributions terminate).

You must inform the claims administrator and complete the waiver section of the *Employee Enrollment for Dental Coverage* form if you are waiving coverage for yourself or any dependent.

Special Enrollment Period When New Dependents Become Eligible for Coverage

If you were not eligible to enroll in this dental plan because you chose not to enroll in the Congregational Employee Plan, you will automatically be enrolled in the plan at the same time a new dependent becomes eligible for coverage through marriage, birth, or adoption if you enroll in the Congregational Employee Plan at that time (or waive coverage due to having other health coverage). You and the new dependent will be enrolled in the plan during the 90-day special enrollment period that immediately follows the date the new dependent becomes eligible to enroll in the plan.

Similarly, an eligible spouse who has not enrolled in the plan will automatically be enrolled at the same time as a newborn or newly-adopted child if the spouse and new dependent enroll in the Congregational Employee Plan at that time (or waive coverage due to having other health coverage). Both will be enrolled in the plan during the 90-day special enrollment period that immediately follows the date the new dependent becomes eligible to enroll in the plan.

The effective date of coverage will be the date of marriage, birth, placement for adoption, or adoption, whichever is relevant.

Note: Special enrollment when a new dependent becomes eligible for coverage is available only if you enroll in the Congregational Employee Plan (or waive coverage in that plan due to having other health coverage through one of the valid health plan waive options) at the time of the qualifying event. There are no special enrollment rights under this plan if an individual does not enroll in or waive coverage under the Congregational Employee Plan at the time of the qualifying event.

Change in Hours

If you are already an employee of a participating institution but have not met eligibility requirements for coverage under this plan, you will be enrolled in the plan at the time you first become eligible. For example, if you are a credentialed pastor and increase your hours so you work at least 20 hours per week on a regular basis or if you are a non-credentialed employee and increase your hours so you are paid for at least 30 hours per week on a regular basis, you are eligible for plan coverage.

If you enroll in the Congregational Employee Plan at the time you first become eligible for coverage, you and your eligible dependents will automatically be enrolled in this plan and you do not have to provide any additional information to complete the enrollment process. If you waive coverage under the Congregational Employee Plan when you first become eligible because you have other health coverage through one of the valid health plan waive options, you must complete the *Employee Enrollment for Dental Coverage* form to provide information about yourself and your eligible dependents which is needed to complete enrollment in this plan. The enrollment form must be completed within the 90-day enrollment period that immediately follows your change in hours. Coverage will be effective on the same day as your change in hours.

Basis of Coverage – What Coverage Costs

This plan is currently funded by contributions made by participating institutions and employees. Each participating institution will contribute at least 50 percent of total funding for employees and dependents covered under the plan. All payments are the responsibility of each participating institution. The participating institution is responsible for informing employees of their premium contribution share. This information must be on file with the claims administrator. The employee’s premium contribution share is to be paid to the participating institution. The claims administrator will notify participating institutions monthly of premium contributions due.

Employees who continue coverage during a leave of absence that qualifies under the Family and Medical Leave Act of 1993 (FMLA) or an approved sabbatical must pay the same level of contribution they were paying as an active employee.

Plan participants who extend plan coverage while on military leave (see *Participation – Who Can Be Covered*), must pay the same level of premium contribution they were paying as an active employee if the period of military service is 30 days or less. For periods of military service that exceed 30 days, the plan participant must pay the entire cost of coverage plus a reasonable administrative fee.

In addition to these contributions, all plan participants are responsible for paying:

1. Coinsurance;
2. Charges that exceed the reasonable and customary (R&C) charge; and
3. Charges for care, service, treatment, and supplies not covered by the plan.

How Your Dental Coverage Works

Before reviewing plan benefits, there are some important points you need to know:

1. Plan payments for provider services are based on the reasonable and customary (R&C) charges for the type of care, service, or treatment received. The R&C charge is determined by the claims administrator and is the smaller of:
 - a. The normal charge the provider would make for a service or supply if you had no dental coverage; or
 - b. The prevailing charge made by other dentists in the area for the same type of service or supply, taking into consideration the seriousness of the covered person’s condition.

If the actual provider charges are more than the reasonable and customary (R&C) charge, you will be responsible for payment of the difference. Any of these extra amounts you have to pay will not count toward your calendar-year coinsurance requirements.

2. The plan does not pay charges for dental treatment you or your covered dependent may receive as the result of any work for wage or profit (including self-employment). This provision applies to any dental treatment covered by workers’ compensation, occupational disease, or similar law. However, if specific coverage for such dental treatment is not in effect **and** is not required by law, this plan will cover the treatment.

Calendar-year Coinsurance

- Preventive Services..... Plan pays 100 percent
- Basic Services..... Plan pays 75 percent

The plan will pay 100 percent of eligible charges for *Preventive Services* and 75 percent of eligible charges for *Basic Services*, up to the calendar-year maximum listed below. You are responsible for paying the remaining percent of eligible charges not paid by the plan. The amount you pay is your coinsurance requirement.

Calendar-year Maximum Benefit

The plan will pay up to a maximum of \$1,300 per covered person or \$2,100 per family each calendar year you or your dependents are covered by the plan for eligible dental care, services, and treatment.

Pre-treatment Certification

When you or your covered dependent require non-emergency treatment that is likely to cost more than \$250, a treatment plan should be sent to the claims administrator. The treatment plan will be returned and will indicate in advance the services covered by the plan.

For the purposes of this provision, treatment plan means a dentist's written report that itemizes recommended dental services and includes the charge for each of these services. It is accompanied by pre-operative x-rays or other appropriate diagnostic procedures.

Covered Services

This plan covers a broad range of dental benefits. The plan pays the reasonable and customary (R&C) charges for covered services up to the limit listed in the *Schedule of Benefits*. All covered charges are subject to the coinsurance requirements outlined in *How Your Dental Coverage Works*.

The following are covered services under this plan:

Preventive Services

Preventive Services includes expenses incurred for:

1. Routine oral exams twice each calendar year;
2. Bitewing x-rays twice each calendar year;
3. Full mouth x-rays, once in any 36 consecutive months;
4. Prophylaxis (scaling and cleaning of teeth) twice each calendar year;
5. Topical application of fluoride twice each calendar year for covered persons under age 19;
6. Topical application of fluoride once each calendar year for covered persons age 19 and over;
7. Space maintainers used to replace prematurely lost teeth for covered persons under age 19. This includes adjustments made to the original space maintainer more than six months after it is installed; and
8. Sealants on permanent molars for covered persons under age 15.

Basic Services

Basic Services includes expenses incurred for:

1. Restorations of diseased or broken teeth with amalgam, silicate, acrylic, synthetic porcelain, or composites. All restorations on one surface are counted as a single restoration;
2. Endodontic treatment, including root canal therapy;
3. Extractions, including local anesthesia and routine post-operative care;
4. Oral surgery and routine post-operative care, not including periodontic services;
5. Dental x-rays needed to diagnose and treat a specific condition;
6. Apicoectomy (surgical removal of the apex or tip of the tooth root);
7. General anesthetics, when necessary as part of covered oral surgery;
8. Management of acute infection and oral lesions (wounds or sores in the mouth);
9. Emergency treatment for temporary relief of severe pain, but which does not effect a definite cure; and
10. Emergency treatment of an acute condition.

Benefits After Termination

This plan does not cover charges for dental services or supplies incurred before this coverage goes into effect or after coverage is terminated.

What's Not Covered

There are some conditions and charges the plan does not cover. These are charges incurred for or in connection with:

1. Care, service, treatment, or supplies received before a covered person's effective date of coverage or after the termination date of coverage under this plan;
2. Dental services not furnished by a dentist;
3. Services or supplies for which you would not be required to pay if you didn't have coverage under this plan;
4. Treatment of a condition resulting from or prolonged by involvement in an illegal occupation, performance of, or attempted performance of an assault or other felony;

5. Treatment of a condition that results from participation in a civil insurrection, riot, or duty as a member of the armed forces of any country or state at war;
6. Military service for any country or organization, including service with military forces as a civilian whose duties do not include combat;
7. Treatment required as the result of any work for wage or profit (including self-employment), except as provided in *How Your Dental Coverage Works*;
8. Dental care, services, or treatment given to a covered person by an immediate family member or someone who ordinarily lives with the covered person;
9. Services or supplies by or on behalf of any government agency unless you are obligated by law to pay the charges;
10. Cosmetic services — unless needed to treat an injury. The following services, although not all inclusive, are always considered cosmetic:
 - a. Veneers, facings, or similar properties of crowns or pontics placed on or replacing teeth in back of the second bicuspid;
 - b. Personalization or characterization of dentures or other prosthetics; and
 - c. Bleaching of teeth or enamel microabrasion.
11. Implantology or services that are investigational or experimental for the condition being treated;
12. Tooth transplantation;
13. Treatment of temporomandibular joint disorder (TMJ);
14. Dental services or supplies that are:
 - a. In excess of the reasonable and customary (R&C) charges;
 - b. Not dentally necessary according to accepted dental standards as determined by the claims administrator; or
 - c. Not recommended or approved by the attending dentist;
15. Periodontic services;
16. Prosthetics such as dentures and bridges; crown, inlay, and onlay restorations;
17. Repair or cementing of crowns, inlays, onlays, bridgework, or dentures;
18. Relining and rebasing of dentures;
19. Duplicate devices or appliances, including prosthetics;
20. Replacing a lost, missing, or stolen device or appliance, including prosthetics and orthodontic appliances;
21. Plaque control programs, oral hygiene, or dietary instruction;
22. Services or supplies to correct a congenital malformation (one you were born with);
23. Dental visits at home;
24. Services or supplies provided for inpatient or outpatient hospital care, unless these services are in connection with emergency care;
25. Local anesthesia or partial anesthesia (analgesia), including intravenous sedation, except as provided in *Covered Services*;
26. Orthodontic diagnostic procedures, treatment, and appliances;
27. Appliances, restorations, or procedures for:
 - a. Altering vertical dimension; or
 - b. Restoring or maintaining occlusion;
28. Completion of insurance forms or failure to keep a dental appointment; and
29. Services eligible for payment under any other group plan sponsored by Mennonite Church USA or the participating institution that a covered person is enrolled in.

How to Submit a Claim

Whenever you have a claim, follow these three guidelines to ensure that you receive the best service possible:

1. Make sure the claim is covered by reviewing *Covered Services* and *What's Not Covered*. If you're still not sure, call (574) 533-9511 or (800) 348-7468.
2. Send claims directly to the claims administrator as they are incurred. Send to Everence Association, Inc., P.O. Box 483, Goshen, IN 46527. Your dental provider may have a standard dental claim form that he or she will use to submit dental claims directly to the claims administrator.

For a claim to be valid, you must send written notice of the claim within one year after services are received or as soon as reasonably possible. After one year, a longer extension will be granted only if you were, and continue to be, legally incapable of submitting the claim.

3. Use a separate claim form for each family member submitting charges.

All claims may be submitted on a standard form titled *Health Insurance Claim Form* or as an itemized bill* furnished by the health care provider. If you use the standard form, always include an itemized statement with the form.

*Canceled checks, receipts, or bills simply stating “For Professional Service Rendered” or “Balance Forward” are not itemized bills and cannot be honored.

Whenever you submit a claim, the claims administrator needs to know whether other coverage also applies to the claim. This information is requested on the standard *Health Insurance Claim Form*. Likewise, the provider must notify the claims administrator whenever benefits are paid by another plan.

Assigning Payment Directly to the Provider

If you prefer, the claims administrator will pay benefits directly to the dentist, hospital, or other provider. Just check the appropriate box on the *Health Insurance Claim Form*.

Your Plan’s Commitment

Any benefits will be paid as soon as you submit the completed claim form, except for losses requiring periodic payment. In this case, the claims administrator will pay benefits at the end of each 30 days. At the end of this period, any balance remaining will be paid.

The claims administrator will supply any requested claim forms within 15 days. If it takes any longer, the claim will automatically be valid if you send — within one year — an itemized bill of the services received to the claims administrator.

How to Appeal a Claim

If you have questions about a claim already processed, you can call the claims administrator at (574) 533-9511 or (800) 348-7468.

For the fastest service, have the claim number at hand when you call. It is printed on the *Explanation of Benefits*.

If you prefer to write, please send an explanation of your concern along with the claim number to Everence Association, Inc., P.O. Box 483, Goshen, IN 46527.

Time Limitation on Legal Action

You have the right to take legal action, but you may do so no earlier than 61 days after the claim is received and no later than three years after the original one-year deadline for reporting it.

Universality of Plan Interpretation

The plan administrator has the power and final discretionary authority to interpret the provisions of the plan. The plan administrator also determines eligibility for benefits and how benefit provisions are to be applied. These decisions apply to all plan participants regardless of special circumstances. Decisions will be applied in the same way for all the people covered by the plan.

Termination of Coverage

Your coverage will end at midnight on the first of the following events:

1. The last day of the month in which you are no longer an employee working for or employed and paid by a participating institution;
2. The last day of the month in which you are no longer an employee eligible for these benefits because:
 - a. The number of hours you regularly work for a participating institution as a credentialed pastor is reduced to less than 20 hours per week; or
 - b. The number of hours you are employed and paid by a participating institution as a non-credentialed employee is reduced to less than 30 hours per week (20 hours per week, if you were enrolled in the plan that was in effect on Dec. 31, 2009 and working at least 20 but less than 30 hours per week as of that date).
3. The last day of the month in which you do not return to work as an active employee regularly working at least 20 hours per week (if you are a credentialed pastor) or employed and paid for at least 30 hours per week (if you are a non-credentialed employee) and performing the normal duties of your job on the first business day that follows the

last day of a leave of absence that qualifies under the Family and Medical Leave Act of 1993 (FMLA) or an approved sabbatical;

4. The day the plan sponsor cancels this dental plan for all plan participants;
5. The last day of coverage for which your participating institution paid the required funding contribution; or
6. The last day of the month in which your participating institution terminates participation in this plan.

Coverage for your dependents will end the same day your coverage terminates or if earlier, the last day of the month in which they no longer qualify as dependents; for example, if a dependent child reaches the age limit outlined in *Participation – Who Can Be Covered*. In the event of an employee's death, coverage for the employee's dependents will end the last day of the month in which the employee's death occurs.

Coordination of Benefits

If you or someone in your family are covered by this plan and another health and/or dental plan or any other insurance, the two plans coordinate benefits. If more than two plans are involved, all plans will be taken into account. The intent is to avoid paying twice on the same service while providing covered individuals with the benefits outlined in this summary plan description.

To coordinate benefits, one plan (the primary plan) pays benefits first, and the other plan (the secondary plan) pays if there are allowable expenses not paid by the first plan.

Definition of Plan

To coordinate benefits, a plan is defined as providing benefits, treatment, or services for medical or dental care. It includes the following:

1. Group insurance or group-type coverage, whether insured or uninsured. This includes prepayment, group practice, or individual practice coverage. It also includes coverage other than school accident-type coverage.
2. Coverage under a governmental plan, or coverage required or provided by law. This does not include a state plan under Medicaid (Title XIX, Grants to States for Medical Assistance Programs of the United States Social Security Act, as amended from time to time).
3. Motor vehicle insurance (including no-fault auto insurance).

Each contract or other arrangement for coverage under #1, #2, or #3 is a separate plan. Also, if an arrangement has two parts and coordination of benefit rules apply to only one of the two, each of the parts is a separate plan.

Medicaid is not a plan under this provision.

Determining Which Plan Is Primary

The following plans or programs will be deemed to be primary:

1. Plans that do not have a coordination of benefits provision;
2. Coverage that is required by law; and
3. Motor vehicle insurance coverage.

Otherwise, one of the following rules will apply.

If Covered under One Plan as an Employee and Another Plan as a Dependent

If you are covered by one plan as an employee, member, or subscriber and by another plan as a dependent, the plan you are covered by as an employee will be the primary plan.

If you are covered under a retiree plan, are on Medicare, and also have coverage as a dependent on your working spouse's plan, then:

1. The plan covering you as a dependent on your spouse's plan is the primary plan;
2. Medicare pays second; and
3. The plan covering you as a retiree pays last.

Active/Inactive Employee

The benefits of a plan that covers a person as an employee who is neither laid off nor retired are determined before those of a plan which covers that person as a laid off or retired employee. The same would hold true if a person is a dependent of a person covered as a retiree and an employee. If the plan does not have this rule, and if, as a result, the plans do not agree on the order of benefits, this rule is ignored.

Continuation Coverage

If a person whose coverage is provided under a right of continuation provided by federal or state law is also covered under another plan, the order of benefits will be determined as follows:

1. First, the benefits of a plan covering the person as an employee, member, or subscriber (or as that person's dependent);
2. Second, the benefits under the continuation coverage.

If the other plan does not have the rule described above, and if, as a result, the plans do not agree on the order of benefits, this rule is ignored.

Length of Coverage

If none of the above rules determines the order of benefits, the benefits of the plan that covered an employee, member, or subscriber longer is the primary plan.

If a Dependent Is Living with Both Parents and Has Coverage under Both Parents' Plans

1. The plan of the parent whose birthday falls earlier in a year will be the primary plan.
2. If the parents have the same birthday, the plan that has covered the parent the longest will be the primary plan.

If a Dependent's Parents Are Divorced or Separated and the Dependent Has Coverage under Two Plans

Determining the primary plan is done in the following order:

1. If a court has decreed that one parent is responsible for the health care expenses of the child, that parent's plan will be primary;
2. If a court has awarded joint custody without specifying who has responsibility for the child's health care expenses, the birthday rule will apply;
3. If there is no court ruling as stated in #1 and #2, the plan of the parent with custody will be primary;
4. Next, the plan of the spouse of the parent with custody will be primary;
5. Finally, the plan of the parent not having custody will be primary.

When This Is the Primary Plan

Benefits will be paid as described in this summary plan description.

When This Is the Secondary Plan

The plan will pay benefits only on allowable expenses that have not already been paid by the primary plan.

Definition of Allowable Expenses

An allowable expense means a necessary, reasonable, and customary item of expense for health care; when the item of expense is covered at least in part by one or more plans covering the person for whom the claim is made. Outpatient prescription drugs are not included as an allowable expense.

The difference between the cost of a private hospital room and the cost of a semiprivate hospital room is not considered an allowable expense under the above definition unless the patient's stay in a private hospital room is medically necessary either in terms of generally accepted medical practice, or as specifically defined in the plan.

When a plan provides benefits in the form of services, the reasonable cash value of each service rendered will be considered both an allowable expense and a benefit paid.

When benefits are reduced under a primary plan because a covered person does not comply with the plan provisions, the amount of such reduction will not be considered an allowable expense. Examples of such provisions are those related to second surgical opinions, precertification or admissions or services, and preferred provider arrangements.

Claim Determination Period

The claim determination period is a calendar year. However, it does not include any part of a year during which a person has no coverage under this plan, or any part of a year before the date this coordination provision or a similar provision takes effect.

Right to Exchange Information with the Other Plan

To coordinate benefits, the claims administrator reserves the right to exchange information with the other plan and require you to supply any information needed. In addition, the claims administrator may pay other plans any amounts found necessary and deem these payments as paid benefits.

Benefits Other than Cash

If the primary plan offers benefits other than cash, the claims administrator will assign these a reasonable cash value and regard them a paid benefit.

Overpayment of Benefits

If, as a result of this coordination of benefits provision, the amount of benefits paid by this plan on behalf of you or your dependents is more than should have been paid, the claims administrator may recover the overpayment on behalf of this plan. The claims administrator may recover the overpayment from:

1. You;
2. Your dependents;
3. Insurance companies; or
4. Other organizations.

Provision of Protected Health Information to Plan Sponsor

Permitted and Required Uses and Disclosure of Protected Health Information (PHI)

Unless otherwise permitted by law, and subject to the conditions of disclosure outlined below and obtaining written certification pursuant to *Section C* below, the plan may disclose PHI or electronic PHI to the plan sponsor, provided the plan sponsor uses or discloses such PHI or electronic PHI only to perform plan administration functions which the plan sponsor performs on behalf of the plan.

Plan administration functions do not include functions performed by the plan sponsor in connection with any other benefit or benefit plan of the plan sponsor or any employment-related actions or decisions. Enrollment and disenrollment functions performed by the plan sponsor are performed on behalf of plan participants and beneficiaries and are not plan administration functions. Enrollment and disenrollment information held by the plan sponsor is held in its capacity as an employer and is not PHI.

Notwithstanding the provisions of this plan to the contrary, in no event shall the plan sponsor be permitted to use or disclose PHI or electronic PHI in a manner that is inconsistent with 45 CFR §164.504(f).

Conditions of Disclosure for Plan Administration Purposes

Protected Health Information (PHI)

The plan sponsor agrees that with respect to any PHI disclosed to it by the plan (other than enrollment/disenrollment information, summary health information, and information disclosed pursuant to a signed authorization that complies with the requirements of 45 CFR §164.508 which are not subject to these restrictions), the plan sponsor shall:

1. Not use or further disclose the PHI other than as permitted or required by the plan documents or as required by law.
2. Ensure that any agents, including a subcontractor, to whom it provides PHI received from the plan, agree to the same restrictions and conditions that apply to the plan sponsor with respect to such PHI.
3. Not use or disclose the PHI for employment-related actions and decisions or in connection with any other benefit or employee benefit plan of the plan sponsor.
4. Report to the plan any use or disclosure of the PHI that is inconsistent with the uses or disclosures provided for of which it becomes aware.
5. Make available to a plan participant who requests access, the plan participant's PHI in accordance with 45 CFR §164.524.
6. Make available to a plan participant who requests an amendment, the plan participant's PHI and incorporate any amendments to the plan participant's PHI in accordance with 45 CFR §164.526.
7. Make available to a plan participant the information required to provide an accounting of disclosures in accordance with 45 CFR §164.528.
8. Make its internal practices, books, and records relating to the use and disclosure of PHI received from the plan available to the Secretary of Health and Human Services for purposes of determining compliance by the plan with 45 CFR §164.504(f).
9. If feasible, return or destroy all PHI received from the plan that the plan sponsor still maintains in any form and retain no copies of such information when no longer needed for the purpose for which the disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.
10. Ensure that the adequate separation between the plan and the plan sponsor (i.e., the firewall) required by 45 CFR §164.504(f)(2)(iii) is established.

Electronic Protected Health Information (PHI)

The plan sponsor further agrees that if it creates, receives, maintains, or transmits electronic PHI (other than enrollment/disenrollment information and summary health information and information disclosed pursuant to a signed authorization that complies with the requirements of 45 CFR §164.508, which are not subject to these restrictions) on behalf of the plan, the plan sponsor will:

1. Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic PHI that it creates, receives, maintains, or transmits on behalf of the plan;
2. Ensure that the adequate separation between the plan and the plan sponsor (i.e., the firewall), required by 45 CFR §164.504(f)(2)(iii), is supported by reasonable and appropriate security measures;
3. Ensure that any agent, including a subcontractor, to whom it provides electronic PHI agrees to implement reasonable and appropriate security measures to protect such PHI; and
4. Report to the plan any security incident with respect to electronic PHI of which it becomes aware.

Certification of Plan Sponsor

The plan shall disclose PHI to the plan sponsor only upon the receipt of a certification by the plan sponsor that the plan has been amended to incorporate the provisions of 45 CFR §164.504(f)(2)(ii), and that the plan sponsor agrees to the conditions of disclosure set forth above.

Permitted Uses and Disclosure of Summary Health Information

The plan or a health insurance issuer or HMO with respect to the plan, may disclose summary health information to the plan sponsor, provided the plan sponsor requests such summary health information for the purpose of:

1. Obtaining premium bids from health plan providers for providing health insurance coverage under the plan; or
2. Modifying, amending, or terminating the plan.

Adequate Separation Between the Plan and the Plan Sponsor

The plan sponsor shall only allow the Director of the Corinthian Plan to have access to PHI. No other individual shall have access to PHI.

Such individual shall only have access to and use of PHI to the extent necessary to perform the plan administration functions that the plan sponsor performs for the plan. In the event that such individual does not comply with the provisions of this *Part*, the individual shall be subject to disciplinary action by the plan sponsor for non-compliance pursuant to the plan sponsor's employee discipline and termination procedures.

The plan sponsor will ensure that the provisions of this *Part* are supported by reasonable and appropriate security measures to the extent the individual designated in this *Section* creates, receives, maintains, or transmits electronic PHI on behalf of the plan.

Definitions

For purposes of this *Part*, the following terms shall have the meaning set forth below unless otherwise provided by the plan:

Electronic protected health information (electronic PHI) — PHI that is transmitted by or maintained in any electronic media.

Plan sponsor — The plan sponsor of the plan is Mennonite Church USA.

Protected health information (PHI) — Information that is created or received by the plan and relates to the past, present, or future physical or mental health or condition of a member; the provision of health care to a member; or the past, present, or future payment for the provision of health care to a member; and that identifies the member or for which there is a reasonable basis to believe the information can be used to identify the member. PHI includes information of persons living or deceased.

The following components of a member's information also are considered PHI: a) names; b) street address, city, county, precinct, zip code; c) dates directly related to a member, including birth date, health facility admission and discharge date, and date of death; d) telephone numbers, fax numbers, and electronic mail addresses; e) Social Security numbers; f) medical record numbers; g) health plan beneficiary numbers; h) account numbers; i) certificate/license numbers; j) vehicle identifiers and serial numbers, including license plate numbers; k) device identifiers and serial numbers; l) Web Universal Resource Locators (URLs); m) biometric identifiers, including finger and voice prints; n) full face photographic images and any comparable images; and o) any other unique identifying number, characteristic, or code.

Summary health information — Information: a) that summarizes the claims history, claims expenses, or type of claims experienced by individuals for whom a plan sponsor has provided health benefits under a group health plan; and b) from which the information described at 45 CFR §164.514(b)(2)(i) has been deleted, except that the geographic information except that the geographic information described in 45 CFR §164.514(b)(2)(i)(B) need only be aggregated to the level of a five-digit zip code.

Other Important Points

Subrogation

Subrogation means the plan's right to reimbursement – for loss under this summary plan description – for amounts you or any covered person recover for the same loss from any person or organization. It also means the plan's right to attempt to recover the amount of payment, including the right to initiate or intervene in legal proceedings. No person shall take or do anything to defeat the plan's rights of recovery or rights of subrogation.

Subrogation applies to all claims, demands, actions, and rights of recovery you or any covered person may have against a third party or parties and the third party's insurers for a covered person's dental treatment. The plan's subrogation rights apply to your own or any covered person's uninsured motorist, underinsured motorist, or no-fault automobile insurance coverage, too. You must reimburse the plan on whatever amount of money is received.

If the plan pays any benefits for a covered person because of required dental treatment that was caused by a third party, then the plan will pay benefits on the condition and with the agreement and understanding that you will reimburse the plan for the amount of benefits paid (including costs and legal or attorney's fees in recovering the money) from the amount you or any covered person recover from the third party.

The plan shall be reimbursed in full in first priority from any monies to the extent of any and all benefits paid by the plan. You will not be required to reimburse the plan for more than you or a covered person receive by way of settlement or recovery on a judgement. If you or a covered person recover less than the plan has paid, you will not have to pay any additional money out of your pocket. If you or a covered person recover more than the plan has paid, you will be entitled to keep the difference between what was recovered and what the plan has paid.

If you or any covered person have a claim against a third party for a covered person's dental treatment do not sign any releases or other papers that may compromise the plan's right to reimbursement or subrogation. **Be sure to check with the claims administrator before any papers are signed.** Any covered person must not hinder the plan's attempts to recover or resolve the claim with the third party unless the claims administrator gives prior written consent. Because of payments the plan makes on a covered person's behalf, you or any covered person have an obligation to cooperate fully with the plan in its efforts to seek reimbursement or recovery from a third party.

Overpayment

If for some reason the plan pays you more than you are entitled to, the plan has the right to subtract the overpayment from payments made to you in the future.

Right to Examine

If you or your dependent file a claim for benefits under this plan, the claims administrator shall have the right to ask the person to be examined by a dentist of its choice. In this case, the plan will pay the full cost of the requested examination.

Periodic Information Requests

In order to keep plan information up-to-date, the claims administrator may request basic information about you or your covered dependents that is required to pay claims according to plan provisions.

Assignment

The benefits provided by the plan are intended to provide for your family's dental needs. Therefore, you may not assign any of the benefits to which you may be entitled under the plan to any person or organization unless that person or organization has provided dental services to you or a covered member of your family.

Facility of Payment

The plan will pay its benefits directly to the service provider (dentist, hospital, or other provider, etc.) if you sign a valid assignment of benefits. There is an *Assignment of Benefits* on the claim form. This is where you should sign if you want the plan to pay the provider directly.

Payment of Claims

The plan may require proof of payment before reimbursing you for claims that were not assigned to the service provider.

If the claims administrator determines that a valid release cannot be given for payment of plan benefits, the claims administrator may, at its discretion, pay the individual who has assumed responsibility for your principal support and care. Because he or she has paid for your support and care, it is only fair for the plan to make payment to him or her.

If you should die before benefit payments have been made, the claims administrator may honor assignments you made before your death.

Any payment made by the claims administrator in accordance with this provision shall fully satisfy its liability for payment.

Misrepresentation

If you or your dependent intentionally misrepresent a material fact (either verbally or in writing) or commit fraud and because of that intentional misrepresentation or fraud, coverage is given to an individual who would otherwise not be eligible for coverage, the plan has the right to rescind coverage from the date it became effective and has the right to pursue recovery of any benefits received.

Likewise, if a covered person knowingly makes a statement, either verbally or in writing, which is not true and because of that statement, a claim which would otherwise not be paid is paid, the plan has the right to pursue recovery of benefits received by the covered person as a result of the claim.

Clerical Error

Any clerical error by the plan administrator or an agent of the plan administrator in keeping records pertaining to plan coverage or delays in making entries shall not invalidate coverage otherwise validly in force or continue coverage otherwise validly terminated. An equitable adjustment will be made when the error or delay is discovered.

In addition, any clerical error or delay by the plan administrator or an agent of the plan administrator in enrolling an individual as required by the terms of the plan will not invalidate coverage for which an individual would otherwise be eligible.

Enforceability

The plan (as described in this summary plan description and related documents which together constitute the plan) is maintained for the exclusive benefit of the employees of participating institutions. As a participant in this plan, your rights to its coverage and any particular benefit that it provides are legally enforceable.

Amendment of the Plan

The plan sponsor reserves the right to amend the plan at any time without prior notice to plan participants. Any amendment to the plan will be in writing and shall be made by resolution of the person or persons who have been duly authorized by the plan sponsor to take such action. Properly executed amendments shall be delivered to the plan and the claims administrator. Plan participants will be notified of any amendment to the plan, in writing, by the plan administrator.

Any approved amendments to the plan become part of this summary plan description and may have retroactive effect (so long as they do not adversely affect the rights of plan participants to benefits provided by the plan after the effective date of the amendment but before the actual date of its adoption).

Termination of the Plan

The plan sponsor intends to maintain this plan indefinitely; however, it reserves the right to terminate the plan at any time, either in whole or in part, by an instrument properly executed and delivered to the plan and the claims administrator. Any such termination of the plan shall be made by resolution of the person or persons who have been duly authorized by the plan sponsor to take such action. Plan participants will be notified of any termination of the plan, in writing, by the plan administrator.

In the event the plan is terminated altogether, plan liability for payment of claims shall be limited to payment of those claims incurred as of the date the plan is terminated. Neither the plan nor the plan sponsor shall have any liability for charges, fees, or expenses incurred after the effective date of the termination of the plan.

Certificate Of Completion

Envelope Id: 6C3B4922-8048-800C-80C1-3402D8719A68	Status: Completed
Subject: Complete with Docusign: 2255034 MCUSA Dental Plan - Prev & Basic 2026 Signature Page.pdf	
Source Envelope:	
Document Pages: 25	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Denise Henke
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	1110 North Main Street
	PO Box 483
	Goshen, IN 46528
	denise.henke@everence.com
	IP Address: 136.226.84.255


Record Tracking

Status: Original	Holder: Denise Henke	Location: DocuSign
5/19/2026 1:09:22 PM	denise.henke@everence.com	

Signer Events

Susan H. Burkholder
 SusanB@mennoniteusa.org
 Director, The Corinthian Plan
 Security Level: Email, Account Authentication (None)

Signature

Signed by:

 23D7005AD3FB4EE...
 Signature Adoption: Pre-selected Style
 Using IP Address: 71.33.139.217

Timestamp

Sent: 5/19/2026 3:00:07 PM
 Viewed: 5/19/2026 4:37:37 PM
 Signed: 5/19/2026 4:38:53 PM

Electronic Record and Signature Disclosure:
 Accepted: 5/19/2026 4:37:37 PM
 ID: 82c31f35-8485-462f-aae6-a0dcc0b86a44

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/19/2026 3:00:07 PM
Certified Delivered	Security Checked	5/19/2026 4:37:37 PM
Signing Complete	Security Checked	5/19/2026 4:38:53 PM
Completed	Security Checked	5/19/2026 4:38:53 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Everence (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Everence:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: brandon.shields@everence.com

To advise Everence of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at brandon.shields@everence.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Everence

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to brandon.shields@everence.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Everence

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to brandon.shields@everence.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Everence as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Everence during the course of your relationship with Everence.