

APPORTIONMENTS
HEALTH INSURANCE
PENSION
FLEX

INVOICES

Whether you are new to the role of Church Treasurer or have served as your church's payroll coordinator for some time, we encourage you to review these frequently asked questions about monthly statements and invoices.

How do I access my statements/invoices?

The [Prosper Web Portal](https://app.prosperumc.com) is the most efficient way for churches to access their apportionments statements and insurance/pension invoices. Login at <https://app.prosperumc.com>.

As of April 1, 2021, all churches have a new churchID # to sign in based on the redistricting. **Each church has one set of log-in credentials.** Even if multiple people share payment responsibilities, they share the log-in credentials.

Need help? [Click here](#) to view a PDF that walks through Prosper's screens and features. More questions about using Prosper? Contact David W. Quinn, Apportionments Administrator, at dquinn@umcnic.org.

How do I pay?

- **Online at Prosper**

If your church has conference health insurance, you can use Prosper to make health insurance, pension, apportionment and Second-Mile payments. By using Prosper, churches can ensure all payments are allocated correctly.

- Set up an electronic payment using bank routing number and account number, and check the box next to "Allow ACH to Process."
- Pay each month's billing using this process; payments are not recurring.
- For Second-Mile giving, you must click "ADD LINE" on your apportionment payment screen and indicate the Fund(s) and Project Number(s) and Amount(s) so your money is allocated correctly.
- Be sure to check the box next to "Allow ACH to Process."

- **Print method**

- Print out your statement and/or invoice
- **For apportionment statements**, you must indicate any Second-Mile Giving including Fund(s), Project Number(s) and Amount(s) directly on the statement.
- **For insurance/benefits invoices**, you must indicate the amount paid for each account directly on the invoice.
- Send your notated statement and/or invoice with a check to:
Northern Illinois Conference
PO Box 5646
Carol Stream, IL 60197-5646

- **Using your local bank's electronic bill paying service**

If you are using this service, be sure you communicate how the payment should be allocated by sending an email to dquinn@umcnic.org or lturner@umcnic.org. Local churches have also successfully used the memo line in their bill paying service.

How do I read my insurance/pension invoice?

Local Church Responsibilities

Insurance - The local church is responsible for paying the Clergy Flat Rate for insurance. If there are additional insurance premium costs, the local church deducts these costs from the clergy salary on a pre-tax basis and pays the conference for the amount of these deductions. Additional costs will vary depending on the plan chosen and the participant coverage (employee, family, etc.) and will be notated on the invoice as follows:

- FSA or Flex = Flexible Spending Account
- HSA = Health Savings Account
- Premium Deduction (additional costs to the clergy for their plan choice and deducted from their salary)

Pension - Charges under the following categories are the responsibility of the church:

- CPP (Comprehensive Protection Plan)
- CRSP-DB (Clergy Retirement Security Plan Defined Benefits)
- CRSP-DC (Clergy Retirement Security Plan Defined Contribution)

Clergy Responsibilities

Insurance - Clergy are responsible for notifying their local church regarding their any additional insurance premium costs and for paying these costs (via salary deductions).

Questions? Please contact Lameise Turner at lturner@umcnic.org.

Why doesn't my statement/invoice show a payment?

Local church payments of apportionments or insurance/benefits are not reflected immediately in their accounts.

For lower processing costs, all payments are posted on the 1st or 15th of the month, which means that payments might not be deducted from the local church's bank account until as late as the 4th or the 18th.

Although the local church doesn't automatically receive a confirmation once payment is received, you can view statements from the previous month to confirm that payment was received and posted.

Questions? Please contact David W. Quinn at dquinn@umcnic.org.