

Instructions for completing the Participation and Subscription Agreements

- 1. Please complete two copies of each of the Participation and Subscription Agreements (two copies have been included in your package). Please complete the Agreements carefully and print clearly.**
- 2. Complete the date at the beginning of each of the agreements.**
- 3. In the section indicating that the agreements is between Worker Benefit Services Inc. (Subscription Agreement) or Lutheran Church Canada (Participation Agreement), complete your organization/congregation's name and address. You should use your incorporated name as registered with Canada Revenue Agency. It is important to include your address as many congregations have the same or similar names.**
- 4. The President of your council along with the Secretary should sign each of the agreements.**
- 5. All four agreements (two Participation and two Subscription Agreements) should be returned together to:**

**Worker Benefits Services
Lutheran Church-Canada
3074 Portage Avenue.
Winnipeg, Manitoba R3K OY2**

A signed copy of each of the Agreements will be returned to you. If you wish, make a copy of the Agreements for your records.