

Cash Balance Plan Required Actions

Cash Balance Plan Set-up

Portal Credentials	Document	Sign Document	SPDs³	Beneficiary Designation Forms	E-FAST Credentials	Fidelity Bond
<p>Communication of sensitive data will be thru a secure client portal. You will be provided with individual credentials.</p>	<p>Each plan needs a plan document. We will prepare one customized to your goals and needs.</p>	<p>Prior to making any plan deposits, you must electronically sign your plan document(s).</p>	<p>If you have NHCEs¹, you must distribute a copy of the SPD to each employee prior to becoming eligible.</p>	<p>You must collect and maintain current beneficiary designation forms for all plan participants.</p>	<p>If you have NHCEs¹ covered in the plan, you will need DOL² credentials to e-sign the Form 5500.</p>	<p>If you have NHCEs¹ covered in the plans, you must buy a fidelity bond = to at least 10% of total assets.</p>

Repeatable Every Plan Year

Census Data	Annual Questionnaire	Asset Information	Deposit Contribution	Verify Deposit	Sign 5500	SAR⁴	Distribute Participant Information
<p>At the beginning of each plan year we need complete census data, for all employees who received a W-2 in the year.</p>	<p>We ask you to answer a few questions about your company sponsoring the plan.</p>	<p>We need all plan asset information to determine the minimum required contribution amount.</p>	<p>Once the contribution range has been determined, you will need to make deposit(s) timely.</p>	<p>Our actuary requires you to verify which deposit(s) are used for which plan year. We have a form for this.</p>	<p>Your Form 5500 will be signed online with your DOL² credentials</p>	<p>If you have NHCEs covered in the plans, they must receive a copy of the SAR. We will provide this to you to distribute.</p>	<p>There will be various forms and statements to distribute after plan year end. We will provide these to you to distribute.</p>

Pension Benefit Guaranty (PBGC)

PBGC Credentials	PBGC	Annual Funding Notice
<p>If your plan is subject to the PBGC, you will need another set of credentials to communicate with the PBGC.</p>	<p>The actuary will provide the necessary premium amount each year. Due 9 1/2 months after plan year end. There are 2 filings during the 1st plan year.</p>	<p>An additional notice generated by us to be distributed to all plan participants.</p>

¹ NHCE = Non Highly Compensated Employee. Owns < 5.01% and earned under \$135,000 (2022) during the prior year

² DOL = Department of Labor

³ SPD = Summary Plan Description

⁴ SAR = Summary Annual Report