

REPORTING AND DISCLOSURE CHECKLIST FOR QUALIFIED RETIREMENT PLAN

-- REPORTING REQUIREMENTS -- INTERNAL REVENUE SERVICE -- DEPARTMENT OF LABOR --

<u>Item</u>	<u>Purpose</u>	<u>Who Must File</u>	<u>When Due</u>
Annual Return/Report of Employee Benefit Plan* Form 5500 (required schedules depend on whether filing is for a "large" plan - 100 or more participants at beginning of plan year, or for a "small" plan - less than 100 participants at beginning of plan year) Form 5500-EZ (one-participant - owner/spouse plan)	Annual Return of plan to the Revenue Service (IRS). Also satisfies Annual Report requirement to the Department of Labor (DOL).	Employer (or Plan Administrator).	7 months following close of plan year. File Form 5558 for extension (unless automatic extension applies).
Schedule A Insurance Information	If insurance contracts are part of the plan, this schedule provides information on the plan's provision of benefits or investments through the use of insurance	Employer (or plan administrator)	Attached to Annual Return / Report
Schedule B Actuarial Information (Define Benefit Plans Only)	To report funding information on defined benefit plans	Employer (or plan administrator) signed by Enrolled Actuary	Attached to Annual Return / Report
Schedule C Service Provider Information	To report service providers' fees to determine whether fiduciaries are administering plans for the exclusive benefit of participants and their beneficiaries	Employer (or plan administrator)	Attached to Annual Return / Report (Large plans only)
Schedule D Direct Filing Entities	To report relationships between plans and DFE including MTIA, CCTs and PSAs (as well as others)	Employer (or plan administrator) <u>and</u> Direct Filing Entities	Attached to Annual Return / Report (if plan participated or invested in one or more DFE during the plan year)
Schedule E ESOP Annual Information	To report exempt loan qualification and dividend information	Employer (or plan administrator)	Attached to Annual Return / Report
Schedule F Fringe Benefit Plan Annual Information Return	To report information on fringe benefit plans (Code §§125 cafeteria plans, 127 educational assistance plans and 137 adoption assistance plans).	Employer (or plan administrator) who maintain fringe benefit plans under Code §§125, 127 and 137.	Attached to Annual Return / Report
Schedule G Financial Transaction Schedules	To report loans or default or uncollectible fixed income obligations and leases, and to report nonexempt prohibited transactions.	Employer (or plan administrator) of large plans and DFEs filing Form 5500 if they answer yes to lines 4b, 4c and/or 4d of Schedule H	Attached to Annual Return / Report
Schedule H Financial Information (Large Plans)	To report large plan financial information including assets held for investment purposes, liabilities, and reportable (5%) transactions	Employer (or plan administrator) of large plans and DFEs	Attached to Annual Return / Report (Large plans only)
Schedule I Financial Information (Small Plans)	To report small plan financial information including assets held for investment purposes and liabilities	Employer (or plan administrator) of small plans	Attached to Annual Return / Report (Small plans only)
Schedule P Annual Return of Fiduciary of Employee Benefit Trust	To commence running statute of limitations on assessment and collection for trust	Trustee (of trust) or custodian (of custodial account)	Attached to Annual Return / Report for plan year in which trust year ends
Schedule R Retirement Plan Information	To report information on participant coverage, plan distributions, funding, and the adoption of amendments increasing the value of benefits in a defined benefit plan	Employer (or plan administrator) of plans subject to minimum funding standards of Code §412 <i>only</i>	Attached to Annual Return / Report

Checklists/Worksheets

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Schedule T Qualified Pension Plan Coverage Information	To report information required to pass coverage requirements of Code §410(b)	Employer (or plan administrator)	Attached to Annual Return / Report
Schedule SSA Identification of separated participant with deferred vested benefits	Filed if any participant separated from service with a deferred vested benefit and did not receive any benefit during the plan year of separation or by the filing date of the Annual Return/Report for the following plan year.	Employer (or Plan Administrator).	Attached to Annual Return/ Report.
Independent Accountant's Opinion	To provide opinion by accountant of plan's financial statements.	Employer (or Plan Administrator).	Attached to Annual Return/ Report (Form 5500 only).
Notification of Change in Status (change indicated by certain items in Annual Return/Report)	To notify IRS of change in plan name, administrator's name or address, termination of plan, merger or consolidation of Plan.	Employer (or Plan Administrator).	Same as Annual Return/Report.
Form 5310-A Notice of merger, consolidation or transfer of plan assets or liabilities	To notify IRS of the transaction. Do not file if the transaction complies with Treas. Reg. §1.414(l)-1(d), (h), (m) or (n)(2).	Employer (or Plan Administrator or Trustee).	30 days <i>prior</i> to the date of the transaction.
Form 1099-R Statement for recipients of distributions from profit sharing and retirement plans	To report distributions during a calendar year to a plan participant or to report "P.S. 58 costs" includible in the participant's gross income.	Plan Administrator (or payor (trustee) if Plan Administrator transfers the obligation for withholding to payor in writing). Transmit to the IRS with Form 1096.	(1) - to participant - Jan. 31 (2) - to IRS - transmitted with Form 1096 - February 28.
Form 945 Annual Return of Withheld Federal Income Tax	To report tax withheld on distributions from the plan.	Plan Administrator (or payor (trustee) if Plan Administrator transfers the obligation for withholding to payor in writing).	January 31, beginning with return for first year for which there is a requirement to withhold. (February 10 if timely deposits made full payment.)
Form 8109 Federal Tax Deposit Coupon	To deposit tax withheld on distributions.	Payor.	Same as Employer's payroll tax deposit schedule.

***A plan may continue to file Form 5500 as a "large" plan for plan years in which the number of participants drops below 100, but not below 80. Similarly, a plan may continue to file Form 5500 as a "small" plan for plan years in which the number of participants increases above 99, but not above 120.**

-- DISCLOSURE TO PARTICIPANTS AND BENEFICIARIES -- DEPARTMENT OF LABOR --

<u>Item</u>	<u>Purpose</u>	<u>Who Must File</u>	<u>When Due</u>
Annual Report Summary* Summary of Annual Report filed with IRS - sample form provided by DOL Reg. 2520.104b-10(d)	To summarize the Annual Report (Form 5500 series) filed with IRS, including financial report.	Plan Administrator.	Distribute to all participants within 9 months following close of plan year, unless there is an extension of Annual Return/Report.
Summary Plan Description* Updated Summary Plan Description* Plan Summary Booklet	To describe plan or plan changes to participants	Plan Administrator.	Distribute to participant or beneficiary no later than 120 days after date plan becomes effective (or is adopted, if later) or 90 days after becoming participant or first receiving benefits. Update every 5 years; if no plan changes, update every 10 years. Furnish to the participants (or beneficiaries) no later than 210 days after the close of the appropriate plan year.
Summary of Material Modifications*	To describe plan changes (not included in most recent SPD) to participants in non-technical language.	Plan Administrator.	Furnish to participants no later than 210 days after close of the plan year.
Individual Benefit Statements* Statement of deferred vested benefit; statement of accrued vested benefit	To report to a terminated employee-participant the amount of his deferred vested benefit and other information on SSA. To report to an employee-participant the amount of his accrued benefit and the nonforfeitable interest in his accrued benefit.	Plan Administrator.	Distribute statement of deferred vested benefit to former employee-participant no later than the date for filing the Schedule SSA with the appropriate Annual Return/Report. Regulations in proposed form for statement of accrued vested benefits.
Withholding Certificate for Pension or Annuity Payments - Form W-4P	Notice to recipient of his right not to have withholding apply on distribution of payment from the plan which is not an eligible rollover distribution.	Payor (Trustee).	Not earlier than 6 months prior to first payment and not later than when making the first payment. If notice provided at a date before the first payment, also give notice when making the first payment. Provide supplemental notice at least once in each calendar year. The notice requirement is satisfied if notice provided within 15 days before or after receipt of the first periodic payment (if made by electronic funds transfer). If a non-periodic distribution, no earlier than 6 months before the distribution.
Notice to Participant of Distribution Election	To explain the participant's election rights regarding consent to distribution options and, if applicable, effect of joint and survivor annuity requirements.	Plan Administrator.	30 to 90 days before the annuity starting date.
Special Tax Notice Regarding Plan Payments	To explain rollover options, federal income tax withholding, and the special tax treatment of lump sum distributions. Applies to eligible rollover distributions.	Plan Administrator.	30 to 90 days before the distribution date.
Notice of Failure to Meet Minimum Funding Standards	To notify participants and beneficiaries the employer is 60 days or more late in making a required quarterly payment or other minimum funding payment.	Plan Administrator.	Distribute to participant or beneficiary within a reasonable period of time (ERISA 201(d) does not specify a date).

***Requirement does not apply to plan under which no employees participate. A sole shareholder, a sole proprietor, or a partner in a partnership, and the spouses of these individuals, are not employees for Title I reporting and disclosure purposes.**

Note: Within 30 days of a participant's or beneficiary's request, the plan administrator must furnish to the participant or beneficiary a copy of the latest updated summary plan description, the latest annual report, any terminal report, the bargaining agreement, trust agreement, contract, or other instruments under which the plan is established or operated. The plan administrator may charge actual cost for reproducing any item requested but not more than 25¢ per page. The plan administrator, within 10 days of a request, must make copies of the items noted (other than the terminal report) available for examination by any plan participant or beneficiary in the administrator's principal office or at other places convenient to participants.