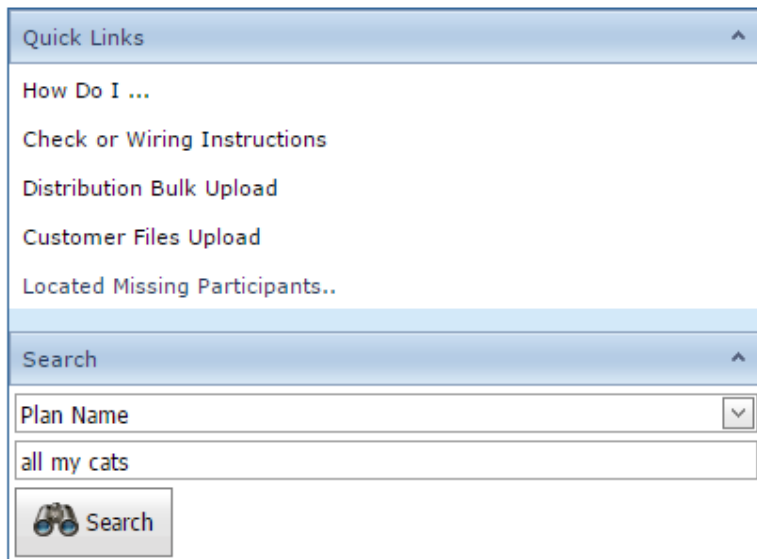
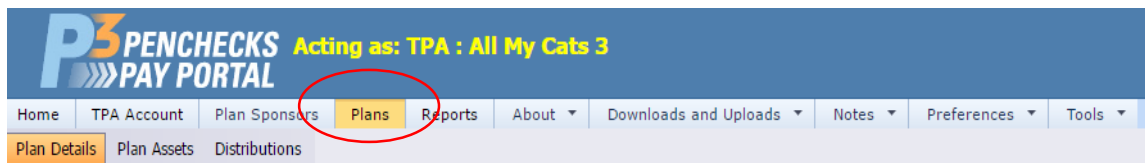


How do I check on the status of a Distribution?

1. Under the Quick Links menu, filter the Search bar by Plan Name. Type in the name of the plan in which you are looking for:



2. After searching and selecting the appropriate plan name, click on the Plans tab at the top of the menu:



3. Under the Plans table, find and click on the Plan that you are looking to identify the status of:

Plans				
Drag a column header here to group by that column				
Plan	Account Number	Plan Type	Created Date	Created By
403b test plan	1676-03004-025	403(b)	9/25/2015	pcrecurring
9 Lives Cat Motel	1676-03004-021	401(k)	11/7/2014	lrice
9 Lives Cats DBPP	1676-03004-029	Defined Benefit Pension	4/13/2016	KHunt
ABC Distributing PSP Test	1676-03003-021	Profit Sharing	10/24/2014	bgeorge
All My CATS, TEST 401k	1676-03001-021	401(k)	8/17/2012	jsmith
asffff	1676-03004-028	401(k)	3/30/2016	mriviera
asfgf	1676-03004-027	401(k)	3/30/2016	mriviera
Cats Meow	1676-03004-023	401(k)	6/12/2015	KHunt
daf	1676-03004-022	401(k)	3/31/2015	ljun
Example Co. Profit Sharing Plan	1676-03012-021	401(k)	9/9/2015	KHunt
Minor's Trust	1676-03007-021	Stock Bonus	3/31/2015	pcrecurring
Raphi test 7-6-2015	1676-03004-024	401(k)	7/6/2015	mdowney

4. Click on the "Distributions" sub-tab under the Plan Details:



5. The Distributions table will show all distributions for plan participants under this particular plan. You may sort by Individual Distributions to view by individual participants, or by Distribution Batches to view every single distribution payment by created date.

Individual Distributions view:

THIRD PARTY ADMINISTRATOR: All My Cats 3 > PLAN SPONSOR: ABC Distributing Test > PLAN: ABC Distributing PSP Test
 Individual Distributions Distribution Batches

Distributions									
Drag a column header here to group by that column									
Dist ID	Batch ID	Name	SSN	Distribution Type	Service Type	Status	Funds Required	Outstanding Funds	Created
271427-918757	271427	Doodles, Bob	XXX-XX-5555	Rollover to New Employer Plan	Pmt Only	Pending	\$110.00	\$110.00	2/13/2017
							\$110.00	\$110.00	

[Create Filter](#)

Distribution Batches view:

THIRD PARTY ADMINISTRATOR: All My Cats 3 > PLAN SPONSOR: ABC Distributing Test > PLAN: ABC Distributing PSP Test
 ● Individual Distributions ● Distribution Batches

Distribution Batches						
Drag a column header here to group by that column						
ID	Service Type	Participant Count	Status	Funds Required	Outstanding Funds	Created
271427	Pmt Only	1	Pending	\$0.00	\$0.00	2/13/2017
210288	Pmt Only	0	Pending	\$0.00	\$0.00	3/23/2016
187695	Pmt Only	0	Pending	\$0.00	\$0.00	11/5/2015
				\$0.00	\$0.00	

6. Click on the Plan ID number to view the distribution status details for a particular participant:

Distributions									
Drag a column header here to group by that column									
ID	Name	SSN	Distribution Type	Service Type	Status	Funds Required	Outstanding Funds	Created	Actions
271427-918757	Doodles, Bob	XXX-XX-5555	Rollover to New Employer Plan	Pmt Only	Pending	\$110.00	\$110.00	2/13/2017	Edit Delete
						\$110.00	\$110.00		

7. Under Distribution Set up Information, you can check the status of a distribution/loan distribution payment here. The status of the distribution will show as Pending, Processed or Completed:

Distribution Information

Loan Distribution

Distribution Type: Lump Sum
 Loan Defaulting:
 Taxable Amount: \$0.00

Rollover To New Employer Plan Distribution

Distribution Type: Rollover to New Employer Plan
 Distribution Amount: \$110.00
 Post-Tax Amount: \$60.00
 Distribution Tax Amount: \$0.00
 Total Taxable Amount: \$0.00
 Net Amount: \$75.00
 Payment Type: Check
 Status: Pending

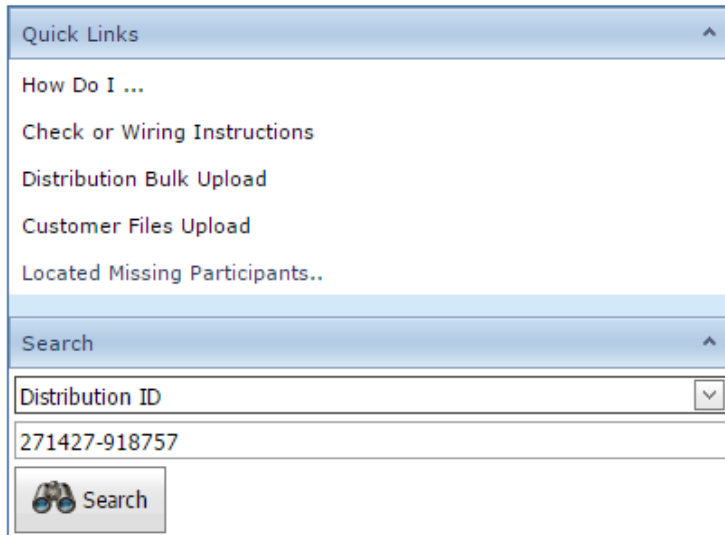
Participant Check Information

Check #: N/A
 Check Date: N/A
 Amount: \$75.00
 Payable To: Cat Institution
 For Benefit Of: Bob Doodles
 Mail To: Cat Institution
 Address 1: 50 Easy St.
 City: San Diego
 Postal Code: 95623
 Memo: ABC Distributing PSP Test/55555555

How to search for the status of a Distribution (Quick way)

If you already know the distribution ID number, you can find and locate a particular distribution faster through the Quick Links search bar.

1. Under the Quick Links search bar, filter the search by choosing Distribution ID. Type in the distribution ID number. Click on search



Quick Links

How Do I ...

Check or Wiring Instructions

Distribution Bulk Upload

Customer Files Upload

Located Missing Participants..

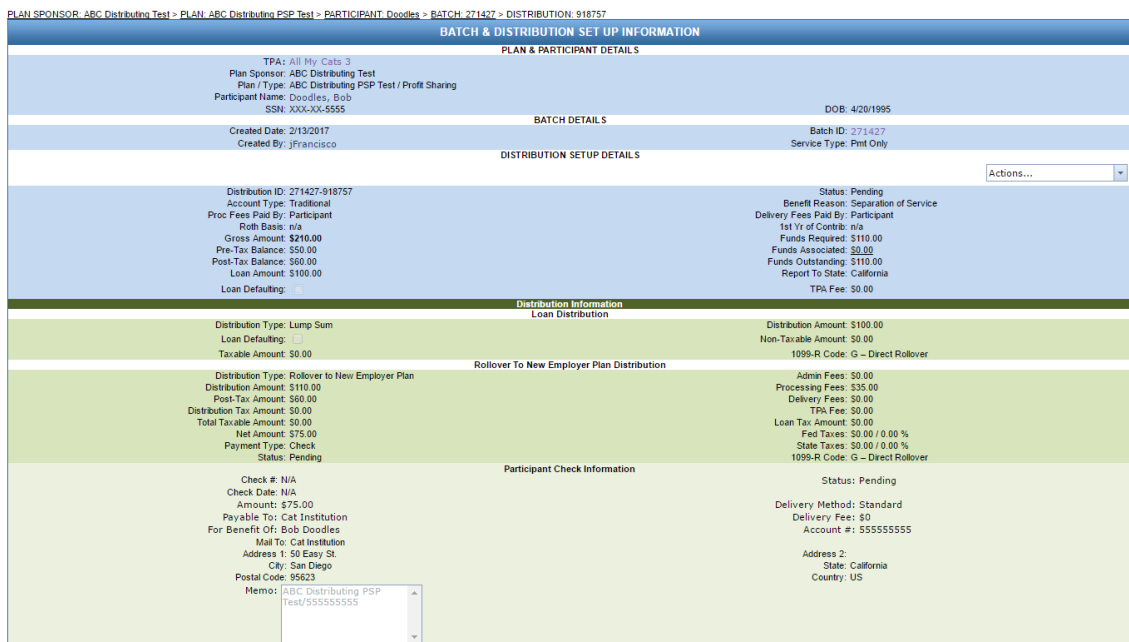
Search

Distribution ID

271427-918757

Search

2. You may view the status of a particular distribution by looking at the Plan & Participant details. The status will show as Pending, Processed or Complete:



PLAN SPONSOR: ABC Distributing Test > PLAN: ABC Distributing PSP Test > PARTICIPANT: Doodles > BATCH: 271427 - DISTRIBUTION: 918757

BATCH & DISTRIBUTION SET UP INFORMATION

PLAN & PARTICIPANT DETAILS

TPA: All My Cats 3
Plan Sponsor: ABC Distributing Test
Plan / Type: ABC Distributing PSP Test / Profit Sharing
Participant Name: Doodles, Bob
SSN: XXX-XX-5555

BATCH DETAILS

Created Date: 2/13/2017
Created By: jfrancisco

Batch ID: 271427
Service Type: Pmt Only

DISTRIBUTION SETUP DETAILS

Distribution ID: 271427-918757
Account Type: Traditional
Proc Fees Paid By: Participant
Roth Basis: n/a
Gross Amount: \$240.00
Pre-Tax Balance: \$50.00
Post-Tax Amount: \$60.00
Loan Amount: \$100.00
Loan Defaulting:

Status: Pending
Benefit Reason: Separation of Service
Delivery Fees Paid By: Participant
1st Yr of Contrib: n/a
Funds Required: \$110.00
Funds Associated: \$0.00
Funds Outstanding: \$110.00
Report To State: California
TPA Fee: \$0.00

Distribution Information

Distribution Type: Lump Sum
Loan Defaulting:
Taxable Amount: \$0.00

Distribution Amount: \$100.00
Non-Taxable Amount: \$0.00
1999-R Code: G - Direct Rollover

Rollover To New Employer Plan Distribution

Distribution Type: Rollover to New Employer Plan
Distribution Amount: \$110.00
Post-Tax Amount: \$60.00
Distribution Tax Amount: \$0.00
Total Taxable Amount: \$0.00
Net Amount: \$75.00
Payment Type: Check
Status: Pending

Admin Fees: \$0.00
Processing Fees: \$35.00
Delivery Fees: \$0.00
TPA Fee: \$0.00
Loan Tax Amount: \$0.00
Fed Taxes: \$0.00 / 0.00 %
State Taxes: \$0.00 / 0.00 %
1999-R Code: G - Direct Rollover

Participant Check Information

Check #: N/A
Check Date: N/A
Amount: \$75.00
Payable To: Cat Institution
For Benefit Of: Bob Doodles
Mail To: Cat Institution
Address 1: 60 Easy St
City: San Diego
Postal Code: 95623
Memo: ABC Distributing PSP Test/555555555

Status: Pending
Delivery Method: Standard
Delivery Fee: \$0
Account #: 555555555
Address 2:
State: California
Country: US

Unprocessed Distributions

To quickly check on any unprocessed distributions, you may access the account view in the main screen of your dashboard. There will be a table for Available Deposits, Unprocessed Distributions and Uncashed Checks. Any unprocessed distributions will be shown in the middle table:

ACCOUNT VIEW										
Find Accounts:		Filter	All Accounts	All My Cats 3	Load Account Data	Clear	p3.penchecks.com:443			
AVAILABLE DEPOSITS										
Excel (XLS)		Excel (XLSX)		PDF		Refresh Data				
Drag a column header here to group by that column										
Plan ID	Plan Name	Deposit Date	Available	Associated	Processed	Total Deposit Amount				
No data to display										
▼ Create Filter										
UNPROCESSED DISTRIBUTIONS										
Excel (XLS)		Excel (XLSX)		PDF		Refresh Data				
Drag a column header here to group by that column										
TPA Name	Dist ID	Name	Distribution Type	Service Type	Status	Funds Required	Outstanding Funds	Created	Plan Name	
All My Cats 3	271427-918757	Doodles, Bob	Rollover to New Employer Plan	Pmt Only	Pending	\$110.00	\$110.00	2/13/2017	ABC Distributing PSP Test	
All My Cats 3	268128-915134	Cats, Tom		Full Service	Incomplete	\$545.00	\$545.00	2/2/2017	All My CATS, TEST 401k	
All My Cats 3	267997-914934	Mouse, Mickey	Lump Sum	Pmt Only	Pending	\$100.00	\$100.00	2/2/2017	All My CATS, TEST 401k	
All My Cats 3	267992-914930	DISNEY, WALT	Lump Sum	Pmt Only	Pending	\$10,000.00	\$10,000.00	2/2/2017	All My CATS, TEST 401k	
All My Cats 3	247223-836090	Kat, Kitty		Full Service	Incomplete	\$7,000.00	\$7,000.00	10/19/2016	9 Lives Cats DBPP	
All My Cats 3	247222-836088	Kat, Kitty		Full Service	Incomplete	\$6,500.00	\$6,500.00	10/19/2016	9 Lives Cats DBPP	
All My Cats 3	247159-836027	Kat, Kitty		Full Service	Incomplete	\$25,000.00	\$25,000.00	10/19/2016	9 Lives Cats DBPP	
All My Cats 3	235436-786684	Smith, John		Full Service	Incomplete	\$5,500.00	\$5,500.00	7/28/2016	Example Co. Profit Sharing Plan	
All My Cats 3	227877-748393	John, Pocahontas		Full Service	Incomplete	\$1,500.00	\$1,500.00	6/13/2016	All My CATS, TEST 401k	
All My Cats 3	100916-264823	Ecker, John		Full Service	Incomplete	\$22,222.00	\$22,222.00	8/28/2013	All My CATS, TEST 401k	
All My Cats 3	100889-264783	Ecker, John		Full Service	Incomplete	\$33,333.00	\$33,333.00	8/28/2013	All My CATS, TEST 401k	
						\$111,810.00	\$111,810.00			
▼ Create Filter										
UNCASHED CHECKS										

You may search for a different account by typing in the name of the appropriate account under All Accounts and clicking on Load Account Data:

All My Cats 3		Load Account Data	Clear	p3.penchecks.com:44:	
Account ID	Parent ID	Account Name	Account Type		
30553		All My Cats 3	TPA		
30554	20911	Elida Marquez, M.D., Inc.	PS		
30568		Greenspan & Associates, Inc.	TPA		
30572		Nelson & Associates, PC	PS		
30573	22036	Ling Xu M.D., Inc.	PS		
30574	15085	Century Field, Inc. Profit Sharing Plan	PS		
30575	29492	Cole Family Dentistry, LLC	PS		
30576	26745	SOMMER HOMES, INC.	PS		
30577	19803	IIW, P.C.	PS		
30578	15071	Mizell Lumber & Hardware Co., Inc.	PS		

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