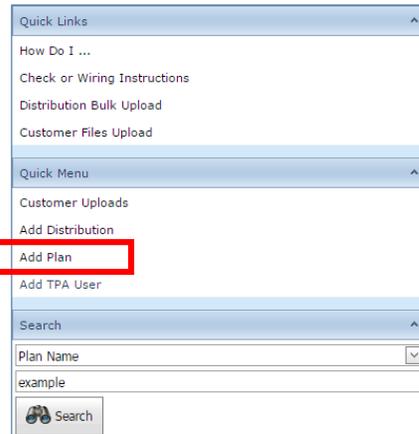


## HOW TO ADD A MISSING/DEFAULT PARTICIPANT IRA TO A PLAN

1. There are two ways of adding a distribution to the plan.
  - a. To add the distribution directly from the TPA Home Screen, select the “Add Distribution” link in the Quick Menu on the left hand side of your screen. Then select the plan from the Plan Selection Screen (below) and continue on by pressing the “Select Service Type.” Button in the lower right hand corner.



**PLAN SELECTION**

Please select a Plan

Name	Plan Type	External ID	Customer Ref
ABC 401(k)	DC401k	1676-03004-021	
Example Co. Profit Sharing Plan	DC401k	1676-03012-021	
Test Plan ESOP	DC Stock Bonus	1676-03007-021	
Test Plan 401k	DC401k	1676-03004-024	

Select Service Type ➔

---OR---

- b. Select the “Plans” tab on the Home ribbon, Form the list click on the Plan the distribution will be added to. The Plan Summary Screen will open, and on the Quick Menu on the left hand side of the screen, select “Add Distribution to This Plan.”

Home | TPA Account | Plan Sponsors | **Plans** | Reports | About | Downloads and Uploads | Notes | Preferences | Tools

Plan Details | Plan Assets | Distributions

THIRD PARTY ADMINISTRATOR: All My Cats 3 > PLAN SPONSOR: Example Company > PLAN: Example Co. Profit Sharing Plan

**PLAN SUMMARY**

Your Plan information is listed below

Actions...

ID: 1676-03012-021  
 Plan Sponsor: Example Company  
 Plan Name: Example Co. Profit Sharing Plan  
 Plan Custodian: Example Bank & Trust  
 Terminating:   
 Custodian Auto Service:   
 Referral Source: Direct Sales  
 Sales Rep(s): -- None --

TPA: All My Cats 3  
 Plan Type: 401(k)  
 Status: **Active**  
 Contract ID:

**PLAN TRUSTEE**

First Name: Bob  
 Company: Example Company  
 Mail To:  
 Address 1: 101 Example Street  
 City: Example  
 Postal Code: 91942  
 Phone Number: (800) 541-3938

Last Name: Smith  
 Title: Owner  
 Address 2:  
 State: California  
 Country: US  
 Email: example@exampleco.com

Quick Links

- How Do I ...
- Check or Wiring Instructions
- Distribution Bulk Upload
- Customer Files Upload
- Located Missing Participants..

Quick Menu

- Edit Benefit Election Options
- Add Plan Broker
- Add Distribution
- Add Distribution to This Plan**
- Edit Fee Schedule
- View Fee Schedule
- Add Plan
- Add Plan to this Plan Sponsor

- Whether coming from the TPA Home Page, or the Plan Summary Page, the Service Type selection page will open, and you will select the “Express Default/Missing Participant IRA” bubble (third option down).

### SERVICE TYPE

Please select a service type below

**Payment Only Processing**  
 (Formerly Check Only) - PenChecks will handle the payment of all non-recurring distributions from a qualified retirement plan (i.e. RMDs, hardship, separation of service, corrective distributions, QDROs, Death, Retirement, etc). The Institution/TPA/Plan Sponsor handles the collection of the benefit election and PenChecks facilitates the payment...[LEARN MORE](#) (\$35)

**Full Service Processing**  
 (Formerly Check Plus) - PenChecks will administer the entire distribution process for non-recurring distributions from a qualified retirement plan and notify any plan broker/RIA of the pending distribution. Ideal for Terminating Retirement Plans...[LEARN MORE](#) (\$45)

**Express Default / Missing Participant IRA**  
 Immediately establish a DOL Safe Harbor IRA on behalf of missing or non-responsive terminated plan participants AND register such participants with the National Registry of Unclaimed Retirement Benefits. This service is ideal when an IRA must be quickly established and the participant search and notification efforts have previously been completed...[LEARN MORE](#) - 20% of Account Balance (\$100 max).

- Scroll towards the bottom of the page and select who the Fees will be paid by. The Default for this is the Participant to pay the fees, however you can elect Plan Sponsor, or TPA to pay fees.

### FEES PAID BY

Please select which entity is going to pay the processing fees

**Fees Paid By:** Participant

Participant  
Third Party Administrator  
Plan Sponsor

**TPA FEE**

will be deducted from the participant Distribution

- At the very bottom of the page, there is the option to deduct a TPA fee directly from the participant’s balance. The default is no TPA fees will be deducted, however, if a TPA fee is to be deducted, just select the “Yes, a TPA fee will be deducted” bubble, and enter the fee below. Select next when finished making the selections.

### TPA FEE

Please indicate if a TPA Fee will be deducted from the participant Distribution

No, a TPA Fee will not be deducted

Yes, a TPA Fee will be deducted from each participants’ distribution in this Batch

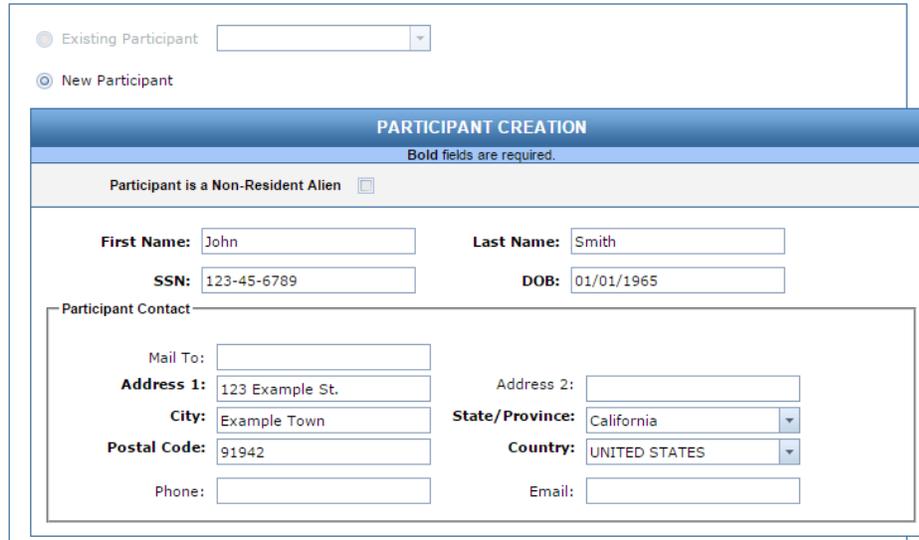
Fee Amount:

Previous

Cancel

Next

- The Participant Creation Screen will open, and either select an Existing Participant from the dropdown menu, or create a new participant by filling out all boxes with **bolded** font. The participant must have a full social, date of birth, and an address in order to set up a Default/Missing Participant IRA account.

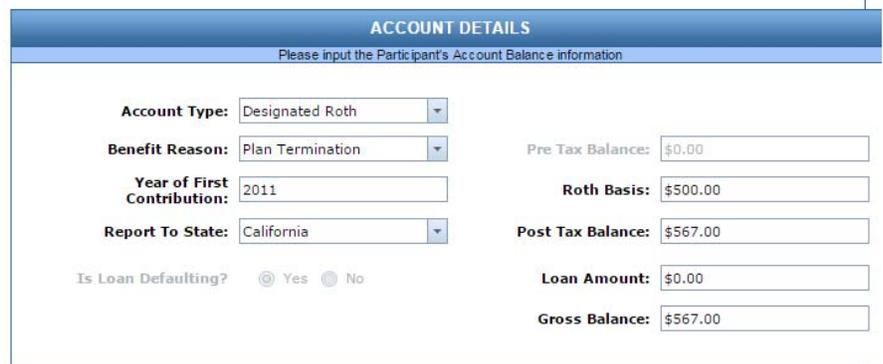


- In the Account Details section, the report to state will auto fill from the participant’s contact information. The account type, benefit reason and account details will need to be filled out. Benefit reason will either be “Separation of Service,” or “Plan Termination,” chosen from the dropdown menu. The images below show both a Traditional IRA rollover, and a Roth IRA rollover. If there is a defaulting loan, please use the Loan Amount box.



*For a Traditional Account* enter the amount coming to PenChecks in the Pre-Tax balance. It will match the amount of the gross balance, unless there is a defaulting loan, which would increase the gross by the loan amount.

Previous Next  
Cancel / Delete



*For a Roth Account* enter the year of first contribution, the Roth Basis (amount participant put in the account), and the Post Tax balance (total amount coming to PenChecks), and any defaulting loan amounts

Previous Next  
Cancel / Delete

Select the “Next” button in the bottom right when all info has been entered.

7. The Distribution Batch Summary Screen will open and you can either publish the batch, or continue adding participants
  - a. To add additional participants, please select the “Add Additional Distribution.” The information from steps 1-4 will save, and you will be diverted to step 5 and the Participant Creation Screen. Repeat steps 5-7a until all participants have been registered.
  - b. If you are ready to publish the batch, please select the “Finish Batch” button in the bottom right.

DISTRIBUTION BATCH SUMMARY										
Please Review Batch Information and Do One of the Following: Add Additional Distributions, Edit Distributions or Finish Batch										
 Multiple participant distributions can be added at one time and included in one Batch. To add more participant distributions to this Batch, click the Add Additional Distribution button. Batching distributions can lead to more efficient processing. Funds for all participant distributions in a batch can be transferred in one amount from the Custodian. So long as the Cash Required and the single amount transferred reconcile, PenChecks can process multiple distributions all together.										
Name	Account Type	Gross Amount	Distribution Type	Loan	Fees Paid by Participant	Fees Paid by Requestor	Tax Withholding	Net Distribution Amount	Cash Required	
Smith, John	Traditional	\$1,801.00	Rollover to D/MP Traditional IRA	<input checked="" type="checkbox"/>	\$100.00	\$0.00	\$0.00	\$1,134.00	\$1,234.00	<a href="#">Edit</a>
		\$1,801.00			\$100.00	\$0.00	\$0.00	\$1,134.00	\$1,234.00	

Add Additional Distribution

Cancel / Delete Batch

Finish Batch

8. The Distribution Batch Authorization screen will open. Please agree to the PenChecks Client Agreement, by clicking the “I agree” box in the bottom left hand corner. Then select the “Next” button.

DISTRIBUTION BATCH AUTHORIZATION	
Congratulations, you are almost done!	
Distribution Batch ID:	187723
Plan Name:	Example Co. Profit Sharing Plan
Service Type:	Express D/MP IRA
Participants:	1
Incomplete Participants:	0
Fees Paid by Requestor:	\$0.00
Funds Required:	\$1,234.00
 <b>PenChecks Trust Company of America Client Agreement</b>	
PenChecks Client Agreement <input type="checkbox"/> I Agree...	
Previous	Next
Cancel / Delete Batch	



- 9. CONGRATS! The Express Default / Missing Participant IRA distribution has been entered. To officially establish the IRA, the funds will need to be requested from the current custodian by an authorized requestor associated with the plan. Please use the Check & Wiring Instructions on the Distribution Batch Confirmation Screen to aid in requesting the funds be transferred to PenChecks Trust.

DISTRIBUTION BATCH CONFIRMATION	
Congratulations, your Distribution Request has been accepted! <a href="#">Print this page</a>	
The following is a summary of the Distribution Batch that you have entered. Please use the Check or Wiring Instructions below to forward corresponding assets to PenChecks.	
<b>Distribution Batch ID:</b>	187723
<b>Plan Name:</b>	Example Co. Profit Sharing Plan
<b>Service Type:</b>	Express D/MP IRA
<b>Participants:</b>	1
<b>Incomplete Participants:</b>	0
<b>Fees Paid by Requestor:</b>	\$0.00
<b>Funds Required:</b>	\$1,234.00
<b>Confirmation Number:</b>	a42256db-17fb-4f54-9c1f-56187e29f9b9
<a href="#">Return To Plan</a>	
Use the Check or Wiring Instructions below to ensure your distribution funds reach the correct destination and are processed in a timely manner. Funds sent to PenChecks without proper identification could result in processing delays.	
<b><u>Check:</u></b>	<b><u>Wire / ACH:</u></b>
<b>Payable To:</b>	PenChecks, Inc. Employee Benefit Distribution Trust
<b>Mail To:</b>	PenChecks, Inc. P.O. Box 2669, La Mesa, CA 91943-2669
<b>Memo / Reference:</b>	FBO Plan Name, OR Name of Participant, OR Distribution Batch ID
*If forwarding funds via Check, we strongly encourage you to print this page and forward a copy of it with the funds.	
	<b>Bank:</b> California Bank & Trust
	<b>Bank Address:</b> 5500 Grossmont Center Drive, La Mesa, CA 91942
	<b>Bank ABA / Routing #:</b> 122232109
	<b>Bank Account #:</b> 0108423201
	<b>Memo / Reference:</b> FBO Plan Name OR Name of Participant OR Distribution Batch ID

- 10. Once the Funds have been received by PenChecks, and email will be sent to notify of the receipt of Plan Assets. When the email is received, please go back into your account and verify the funds received match the distributions entered, otherwise the IRA will not be established until everything balances. Please edit the distribution as necessary. If the distribution does not need to be adjusted, or after the adjustment, then the account will be established with no further effort on your part.