

# Defined Benefit Plan Administration Cycle

The Defined Benefit Plan you established for your Tax Year is a qualified retirement plan approved by the IRS. Pension Services Inc., PSI, will work with you throughout the year to keep your plan in compliance with the IRS code and to support you in meeting your contribution and retirement savings goal. Your plan is administered on an annual cycle.

## Annual Administration for a Tax Year

What Pension Services Does	What You Do
<p><b><u>December</u></b></p> <ul style="list-style-type: none"> <li>* Contacts you to verify year-end information.</li> </ul>	<p><b><u>Corporations: No later than February 15</u></b></p> <p><b><u>Sole Proprietors &amp; Partners: No later than March 15</u></b></p> <ul style="list-style-type: none"> <li>* Report to PSI any changes to your business in that might impact your plan objectives and contribution.</li> </ul>
<p><b><u>January - April</u></b></p> <ul style="list-style-type: none"> <li>* Calculates your final contribution amount.</li> <li>* Notifies you of final contribution amount and requests confirmation when the contribution has been made.</li> </ul>	<p><b><u>Corporations: No later than March 15</u></b></p> <p><b><u>Sole Proprietors &amp; Partners: No later than April 15</u></b></p> <ul style="list-style-type: none"> <li>* Deposit your full contribution to the Trust custodial account</li> <li>* Notify PSI of dates and amounts of deposit, or file extension.</li> </ul>
<p><b><u>No later than July 31</u></b></p> <p>When full contribution is deposited by client, PSI:</p> <ul style="list-style-type: none"> <li>* Completes signature-ready IRS Form 5500 and Schedule SB.</li> <li>* Secures AFTAP Certification of plan from Actuary.</li> <li>* Prepares and mails annual reports.</li> </ul> <p>If full contribution has not been deposited, PSI will:</p> <ul style="list-style-type: none"> <li>* File an extension with the IRS on client's behalf, (IRS Form 5558). There is a fee associated with this filing.</li> </ul>	<p><b><u>No later than July 31</u></b></p> <ul style="list-style-type: none"> <li>* If full contribution is made, sign Form 5500 and an authorization for PSI to file Form 5500 electronically.</li> </ul>
<p><b><u>April - September 15</u></b></p> <ul style="list-style-type: none"> <li>* Calculate final contribution amount for businesses that filed for a tax extension.</li> <li>* Notifies clients on of final contribution amount and requests confirmation when contribution has been made.</li> <li>* Completes signature-ready IRS Form 5500.</li> <li>* Obtains AFTAP Certification of plan from Actuary.</li> <li>* Prepares and emails Annual Reports to clients and advisors.</li> </ul>	<p><b><u>No later than September 15 for all plans on EXTENSION</u></b></p> <ul style="list-style-type: none"> <li>* Last date to make contribution without IRS penalty for all plans.</li> <li>* Notify PSI of dates and amounts of contribution(s).</li> </ul>
<p><b><u>No later than October 1</u></b></p> <ul style="list-style-type: none"> <li>* Completes IRS Forms for all remaining clients.</li> </ul>	<p><b><u>No later than October 15</u></b></p> <ul style="list-style-type: none"> <li>* Last date to file Form 5500 with IRS.</li> </ul>
<p><b><u>November - December</u></b></p> <ul style="list-style-type: none"> <li>* Consults clients on business changes that could impact DB Plan.</li> <li>* Calculates estimates of contributions, if requested.</li> <li>* Calculates Required Minimum Distributions (RMD) for clients over age 72.</li> </ul>	

Questions, Call 1-888-412-4120