

Summer 2017

COMING
SOON

NEW ENHANCED WEBSITE EXPERIENCE

Coming late summer of 2017!

In partnership with Two Rivers Bank & Trust, American Trust is introducing a revolutionary interactive-video website experience that will better prepare participants for retirement. The new website experience works directly with the ATBlueprint process. It offers real-time results, easier access for customization, and provides instant updates on the impacts of increasing plan deferrals. This new experience will have a powerful effect on employee engagement and enrollment in retirement plans. Look for more information to come!

Retirement Readiness

Participants can create and/or customize their ATBlueprint® by using specific measurements including compensation, savings rates, and more. Other information from other retirement accounts can also be incorporated.

Customizing the ATBlueprint® can provide a more complete analysis of our participants' retirement readiness.

Go to americantrustretirement.com/ATBlueprint for the how-to customize form!

“According to CNBC News, 81% of Americans don't know how much they need to retire.”

Services provided by:  **American Trust Retirement**



YOU ASKED. WE ANSWERED.

Our company is trying to “go green,” how can we help?

Quarterly statements are now delivered electronically! To view your statement, simply log into your online account. Here’s another way: you can eliminate the paper by having your participants complete enrollment, beneficiary, or salary deferral change forms online. Contact us for more info!

How do I delete a payroll file that includes an error message?

Simply follow these directions:

1. Under the payroll menu, click *Payroll Center*
2. Select *Division*
3. Highlight the Payroll Period
4. Incomplete status: Highlight payroll entry and click *Delete* to remove the record. Note: a pop up box will appear. You must check all boxes then click *Continue*. The status will return to “Not started”

[Click here](#) to view the Plan Sponsor Submission Guide

What are the DOL guidelines regarding timely payroll submission?

Contributions must be received within seven days of the check date. If the contribution file is not received by 2:00 p.m. CT, a Form 5330 will need to be filed, and you may incur potential tax penalties, and be responsible for lost earnings that occur past this deadline.

[Click here](#) to view the Late Contributions Newsletter

In the next ATConnection... year-end procedures and a glimpse into 2018.

IMPORTANT DEADLINES

Form 5500 Filing Info

What is the form 5500?

It is a form filed each year to the Department of Labor (DOL) which details the plan specifications. Includes participant count, plan design information, and funding details, etc.

When does the Form 5500 need to be filed?

The DOL requires plans to file their Form 5500 by the last date of the seventh month following the end of the plan year. If an extension is filed, the plan has until the fifteenth day of the ninth month following the end of the plan year.

Examples:

Plan year-end: 12/31/2016

5500 Deadline: 7/31/2017

5500 deadline with extension: 10/15/2017

Plan year-end: 3/31/2017

5500 Deadline: 10/31/2017

5500 Deadline with extension: 1/15/2018

Extensions are filed by American Trust Retirement for plans approaching the 7/31/2017 deadline. Filed extensions are automatically approved by the IRS.

NEW! §3(16) Fiduciary Services

We are now offering a §3(16) fiduciary services for the Form 5500. Appointing American Trust as the §3(16) fiduciary authorized signer provides you the opportunity to outsource the annual responsibility of signing and filing the Form 5500. If you have questions or need more information, contact your relationship manager today!



Year-end Amendments

Are you considering any changes to your 401(k) plan?

Did you know... some amendments require a 30-day notice to plan participants?

Did you know... we begin processing 1/1 amendments in September?

Don't wait!

If you have questions about plan design changes, please contact your relationship manager and/or financial advisor today. We're happy to assist you!

Annual Limits

- Deferral limits: \$18,000 (additional \$6,000 for catch up contributions if over age 50)
- Annual compensation limit: \$270,000
- Annual define contributions limit: \$54,000
- Highly compensated employee threshold: \$120,000

National 401(k) Day coming September!

American Trust Earns 20 Best in Class Awards

American Trust Retirement was recognized nationally for excellence in the 2016 Defined Contribution (DC) Survey by PLANSPONSOR magazine. Each year, the magazine conducts a survey recognizing the top recordkeepers in the nation based on the quality of participant and plan sponsor services. Recordkeepers are rated in the various market categories they serve, and benchmark information is collected for plan sponsors to gauge their plans against their peers.



As a top provider in the nation, American Trust achieved the following:

- Ranked second in the “\$5 to 25 million market” by net recommendation score at 90.5 percent
- Received a combined total of 20 PLANSPONSOR Best in Class Awards in the “less than \$5 million” and “\$5 to \$25 million” markets
- Across both markets, received recognition for service excellence in 20 of the 22 categories
- 220 Best in Class Awards since 2008



QUARTERLY CALENDAR

July

- Ensure that the plan’s Form 5500 is submitted by July 31, unless an extension applies (for calendar year plans)
- Send reminder memo or email to all employees to encourage them to participate or increase their contributions into the plan. Small changes can make a big difference in saving for retirement

August

- Begin preparing the distribution of the plan’s Summary Annual Report (SAR) and Annual Fee Disclosure to participants, terminated participants with an account balance, and eligible participants not enrolled
- Discuss plan amendment requests with your relationship manager and/or advisor

September

- Send reminder memo or email to all employees to review and update their beneficiary designations for all benefit plans, if necessary
- American Trust will begin preparation of the applicable Safe Harbor notices for distribution to plan participants (calendar year plans)

WEB RESOURCES

Internal Revenue Service, Employee Plans
www.irs.gov/ep

Department of Labor, Employee Benefits
Security Administration
www.dol.gov/ebsa

401(k) Help Center
www.401khelpcenter.com

PLANSPONSOR Magazine
www.plansponsor.com

BenefitsLink
www.benefitslink.com

Plan Sponsor Council of America
www.pscs.org

Employee Benefits Institute of America, Inc.
www.ebia.com

Employee Benefit Research Institute
www.ebri.org

American Trust Retirement
www.americantrustretirement.com