



Year-end Procedures for Calendar Year Plans

As we are nearing the end of the year and approaching another testing season, we wanted to point out a few dates. A request for 2017 census and year-end information will be sent mid-December. Both documents must be completed and returned by January 31 in order to guarantee completion of the 2017 testing by the March 15 deadline.

If you are planning to file an extension on your corporate taxes, please inform your relationship manager, and we will note it.

Maximizing Contributions

It is important to encourage employees to maximize their contributions to their 401(k) plan. For 2016, the IRS has set the maximum contribution limit at \$18,500 plus an additional \$6,000 for those over the age of 50.

Participants should aim to contribute as much as they comfortably can to their retirement account, and at the minimum, maximize any employer matching contributions by contributing at least the amount necessary to receive the full match. Last year, Americans missed out on 24 billion dollars in company matching money by not maximizing these contributions—for one person, that's like passing up on a \$1,336 bonus!¹ Contact your relationship manager to discuss education opportunities for your employees.

¹ "Missing Out: How Much Employer 401(k) Matching Contributions Do Employees Leave on the Table?" Financial Engines, May 2015.





YOU ASKED. WE ANSWERED.

What is the best way for plan sponsors and participants to login and get passwords reset?

Plan Sponsors:

1. You can access your account at americantrustretirement.com using your assigned user ID and password. Note: be sure to select *Sponsor* when logging in.
2. To reset your plan sponsor password, [follow these step-by-step instructions](#). In order to reset your password, you need to have an email address on file, and know your login ID and answers to your security questions.

Please note: you will be locked out of your account if you have had three or more failed login attempts. If this happens, contact your relationship manager at 800.548.2995 for further assistance.

Participants:

For directions on how first time users can access their account, [click here](#).

Please note: if a participant has forgotten his/her password, he/she can click *Forgot User ID or Password*. For further assistance, call our Participant Services line at 800.548.2994.

Find us online at www.americantrustretirement.com.

IMPORTANT DEADLINES

Safe Harbor Mid-year Changes *New Rule!*

IRS provided guidance that greatly relaxes the ability to amend a Safe Harbor plan mid-year. The IRS allows for any type of amendment, other than a short list of what is prohibited. [Click here](#) to learn more about mid-year amendments that are prohibited.

Keep in mind: a revised Safe Harbor notice will be required for any mid-year amendment. The notice must be provided to all eligible employees 30 to 90 days before the effective date of the amendment.

Online Enrollment

We offer a web-based solution for enrollment, contribution changes, and beneficiary changes for your employees! You will no longer need to complete paper forms; this can now all be done online. For more information, [click here](#).



Amendment Reminders

Friday, October 13

Changes, additions, etc. to Safe Harbor plans

Friday, December 1

Non-Safe Harbor plans

30 Days Prior to the End of the Plan Year

Safe Harbor Maybe: provide a supplemental notice 30 days prior to the end of the plan year. Your relationship manager will contact you if this applies.

§3(16) Fiduciary Services

We offer §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!

If you have any questions, contact your relationship manager at 800.548.2995.



Our Education Team is Ready to Serve you!

Did you know we are often requested to come out to our plans to do group meetings that challenge, encourage, and educate employees about their 401(k) participation? Many times, we have found that employees will contribute more if they understand why it is important, how the plan works, and what the different investment options are.

Set up a “Lunch and Learn” during your lunch break! We can come to your office and present on different topics ranging from Retirement Planning 101 to Understanding your Online Account. We are very flexible with times, dates, and topics, and can tailor to you and your employees. Talk to your relationship manager to request an Education Guide Brochure.

This is a *free* service offered as part of our plan services, so use our knowledge and resources to help your employees today!



QUARTERLY CALENDAR

November

- Distribute the required annual notices for your plan. If applicable to you, your relationship manager will contact you
- Discuss plan amendment requests that become effective 1/1/18 with your relationship manager or advisor
- Send a reminder memo or email to all employees to review and update their beneficiary designations for all benefit plans, if necessary

December

- Start preparing your 2017 information for the annual compliance testing. This includes your census spreadsheet and year-end information request
- Verify new employees that become eligible for the 401(k) plan on 12/1/17
- Contact your relationship manager to schedule participant or plan level meetings
- Send a reminder memo or email to all employees encouraging them to participate or increase their contributions into the plan. Small changes can make a big difference in saving for retirement
- Verify your new employees that become eligible for the 401(k) plan on 1/1/18

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.psc.org

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

Employee Benefit Research Institute
www.ebri.org

American Trust Retirement
www.americantrustretirement.com