# FTWILLIAM.COM
# COMPLIANCE SOFTWARE
# USER GROUP MEETING

Meeting #35 June 7, 2016

# Agenda

- Updates:
  - Train the Trainer initiative
  - Report changes
- Compliance module integration with Form 5500 software
  - Participant counts
  - Form 8955-SSA
- Open forum

# UPDATES

## Topic #1

# TRAIN THE TRAINER INITIATIVE

- We received responses to the survey from 51 different firms – more than one user from most
- Reaction to the idea was overwhelmingly positive

# TRAIN THE TRAINER INITIATIVE

- Idea is to have one designated trainer for customers with multiple users – more than one for larger firms
- ftwilliam.com would offer additional training to DTs
- DT would be main point of contact
  - Would not restrict requests from other users but would copy the DT on responses

# IDEAS FOR TRAINING DTs

- Series of open webinars to go over one or two topics
- We plan to offer three webinars on Thursdays - September 8, 15 and 22
  - Record these and make the recordings available
- Also do more screencasts and continue to develop the forum

# IDEAS FOR TRAINING

- Possible topics:
  - Common errors – most frequent requests to support@ftwilliam.com
  - Troubleshooting – what sort of things to check when something isn't correct

# IDEAS FOR TRAINING

- Specific topics:
  - Setting up accounts & sources
  - Preparing the client package
  - Adding transaction files
  - Calculating years of service
  - Running the top heavy test and making sure top heavy minimums are calculated
  - Other ideas?

# TRAIN THE TRAINER INITIATIVE

- We will be reaching out to master users asking them to designate one or more DTs
- Look out for more information later in the summer!
- Questions?

# REPORT CHANGES

- Long term plan is to update all of the reports to a .pdf-ready format
- Also looking at report-writer solutions
- Content options will be added to more reports over the remainder of 2016

# REPORT CHANGES

- Client Package
  - Table of contents still contains links to each report but restored to previous format
    - Formatting issue with several reports
    - Impacts reports that include participant details and span more than one page
    - Header fields are only on the first page
    - Workaround is to delete the blank row after the header on the first page
      - Add the blank row back if you prefer the look with it

# INTEGRATION WITH FORM 5500 SOFTWARE



## Topic #2

# 5500 PARTICIPANT COUNTS

- Recent update to improve the accuracy
  - Impacts employees who have not met eligibility or vesting and terminated participants with an account balance
  - Please contact us immediately if you have concerns about the counts
  - Remember to always run the data scrub and a financial or vesting export report before running counts

# 8955-SSA EXPORT

- Reports separated participants with deferred vested benefits
- To access go to Compliance Menu/ Miscellaneous Tasks
- Make sure the data scrub and a financial or vesting export report have been run
- Bear in mind that the software can't distinguish between a real account and e.g. a forfeiture account, so that may be included

# 8955-SSA – ENTRY CODES

| | |
|---|---|
| **Code A** | Participants not previously reported |
| **Code B** | Participant previously reported when you are modifying some of the previous information (except account balance) |
| **Code C** | Participants previously reported under a different plan and now will be receiving a future benefit from this one |
| **Code D** | Participant previously reported under this plan but no longer entitled to the deferred vested benefits, e.g. begun receiving benefits, has received a lump-sum payout, or has been transferred to another plan |



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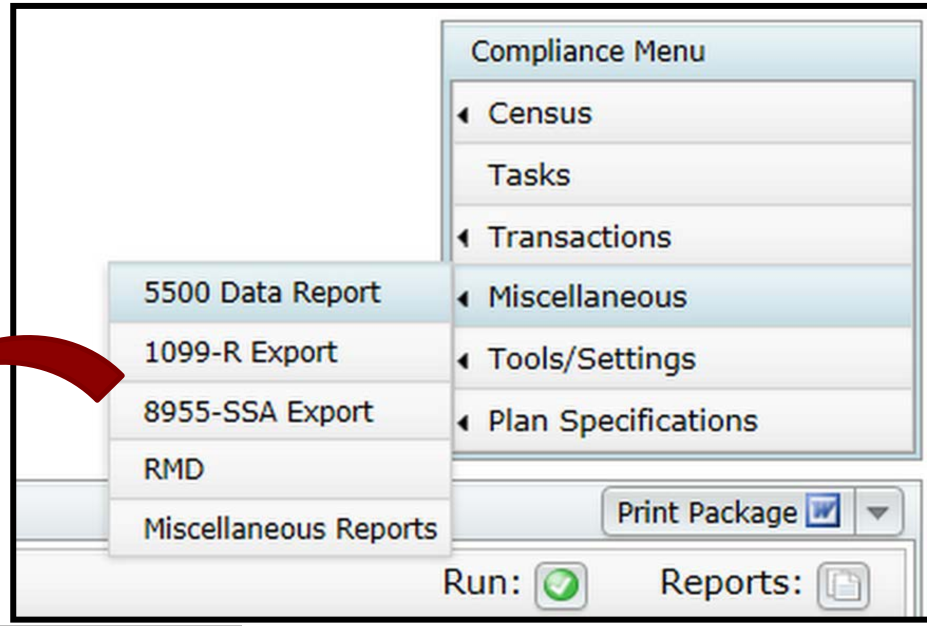
# 8955-SSA – Data Requirements

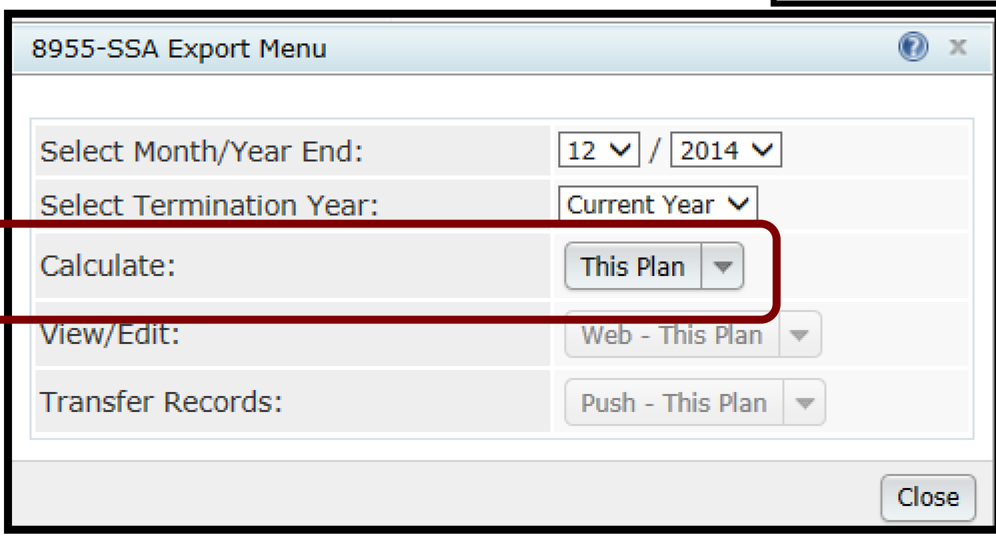
- To determine who should be on the SSA, the system uses the following data:
  - Participant's termination date
  - Participant's vested account balance
  - Participant forfeitures/distributions - from the Transaction Menu
- System will use termination dates on the census – prior plan year does not need to be in ftwiliam.com

# 8955-SSA EXPORT

- To access go to Compliance Menu/ Miscellaneous Tasks
- Select year end  - same as 5500
- Select termination year
  - Option to report  participants terminating in current or prior year
  - DOL allows filers to delay reporting participants until the year after they terminated
- Click the button to calculate – this plan or all plans (designated Admins only)

# 8955-SSA Export Menu



# FORM 8955-SSA – SSA REPORT

8955-SSA Report

| | |
|---|---|
| Edit List Year End: | 2015/12 |
| Form Year: | 2015 |

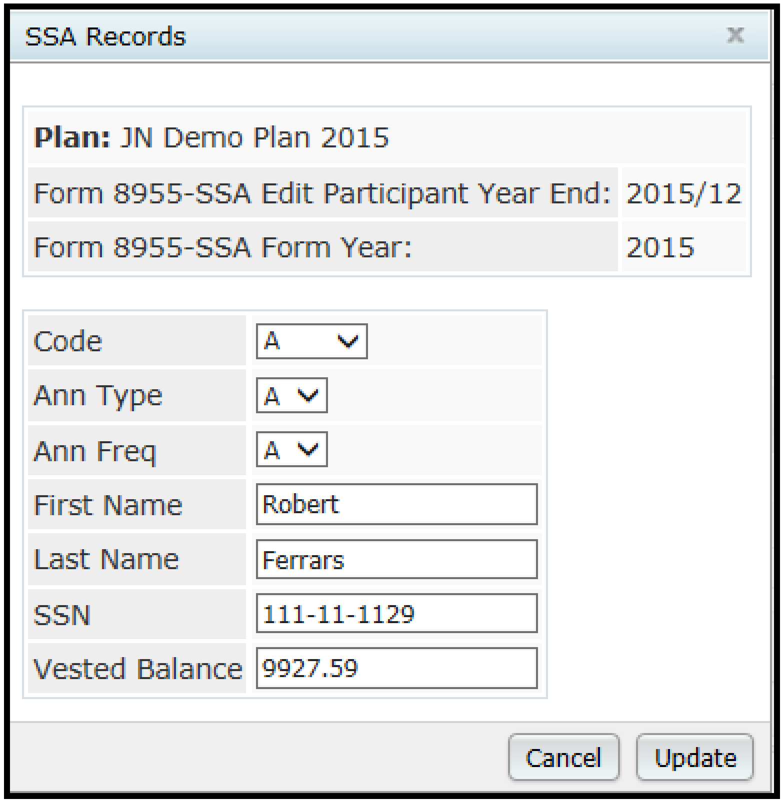
**Participants Coded as 'None' will not be transfered**

| Code | Ann Type | Ann Freq | Participant Name | SSN | Term Date | Term Reason | Ending Balance | Vested Balance | Status |
|---|---|---|---|---|---|---|---|---|---|
| **JN Demo Plan 2015** | | | | | | | | | |
| A | A | A | Ferrars, Robert | 111-11-1129 | 07/01/2015 | Termination | 9927.59 | 9927.59 | OK |

Close

- Review the report for accuracy; if it's correct you can send the records to the 5500 module
- If not, click the View/Edit button on the 8955-SSA Export Menu

# EDITING THE DATA




- Click the participant's name to edit the record
- You can change any of the fields shown – click the ‘Update’ button
- Note that if you recalculate the changes will not be saved



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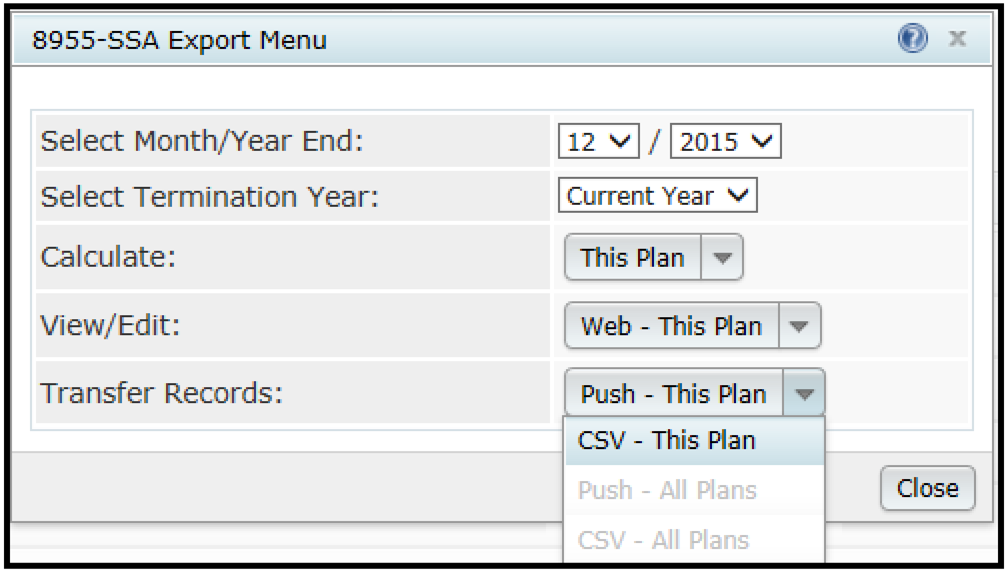
# FORM 8955-SSA –TRANSFER RECORDS




- Push – transfers data directly to 8955-SSA
- CSV - prints the results to a CSV file to upload to the 8955-SSA
- Either option will replace what's there

# FORM 8955-SSA - ALL PLANS OPTION

- Warning: If you have completed 8955-SSA's already you may not want to transfer SSA Data for all plans as this will overwrite all SSA's previously completed!

# FTWILLIAM.COM ANNUAL CONFERENCE

- Registration is open for our fifth annual conference
- August 17-19 2016, at the Fairmount Millennium Park Hotel in downtown Chicago
- We are planning two sessions on the compliance software
  - Overview of the software with an emphasis on testing
  - New features since the last conference
- Learn more about the software & earn CE credits

# Open Forum

- Next meeting – Tuesday, July 5, 2016
- Ideas for future agenda items:
- Questions, ideas, suggestions…..
- Thank you for attending!

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