ftwilliam.com Compliance Module User Group

AGENDA

- Options on the ftwilliam.com Wolters Kluwer menu
- Distributions & 1099s
- Tips of the month
- Wrap-up

OPTIONS ON THE WOLTERS KLUWER DROP-DOWN MENU

JANE NICKALLS

OPTIONS AVAILABLE

- Some options are only available to designated 'Admins'

OPTIONS AVAILABLE

- Edit Profile
  - Change your user name, email address password and other options
- Company/Plan
  - Add or edit a company or plan
  - Search for a plan
  - Batch options – e.g. delete plans in batch
- Batches
  - Links to all batch options

OPTIONS AVAILABLE

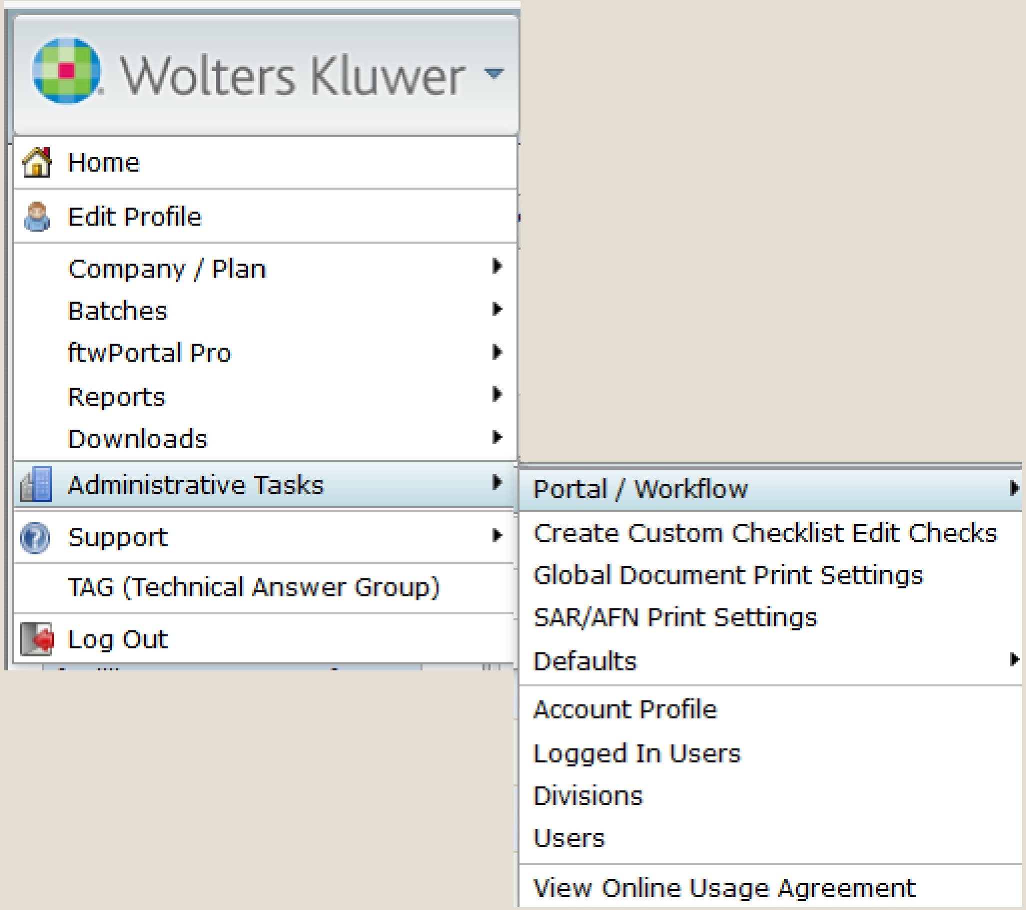
- ftwPortal Pro
  - Links to all portal options
- Reports
  - Various reports, e.g. lists of plans by type
    - Safe Harbor
    - Cross Tested
    - Plans than allow Roth contributions
    - And much more

OPTIONS AVAILABLE

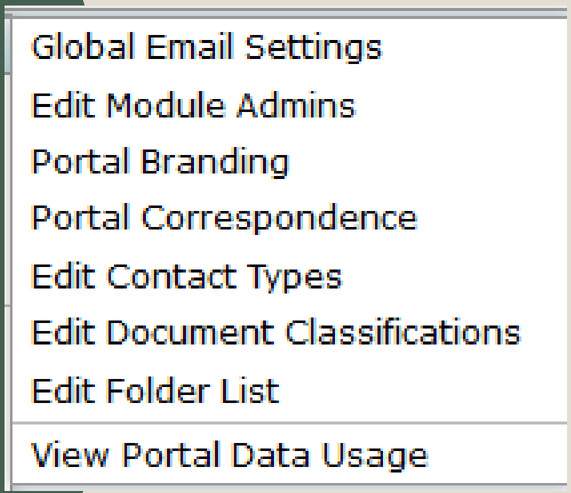
- Downloads
  - Various document options
  - Plan limit table – latest limits and five years of limit history
- Support
  - Contact support@ftwilliam.com
  - Access the user guides & the Help Center
- TAG
  - Information about our sister company where you can get technical help on regulations etc.

OPTIONS AVAILABLE – ADMINISTRATIVE TASKS

- Only available to designated 'Admins'
- The Account Profile option is only available to the Master User



PORTAL/WORKFLOW OPTIONS



- Change global email settings - default language etc.; opt to receive email confirmations
- Edit Module Admins - see/change who is assigned to each module
- Portal Branding - customize your client portal
- Edit contact types to set default permissions
- Other document & portal options

NON-COMPLIANCE OPTIONS

- Create custom edit checks for the main (document) checklist – option to disable individual edit checks and add custom checks
- Set global print settings for plan documents, annual notices & forms, including the option to upload logos
- Set SAR/AFN print settings
- Set defaults for SAR/AFN & 8955-SSSA content
  - Names & instructions
  - Copy cost
  - Other content

OTHER DEFAULT OPTIONS

- ZZZ - Default Plans
  - Allows you to set default plan specifications for selected plan document types
  - For ftw plan document users
- Default Online Annual Questionnaire – allows you to change the default settings for the OAQ
  - For ftw portal users

ACCOUNT PROFILE

- Option only available to master users
  - Set time out – period after which you will be logged out
  - Elect to use divisions
  - Options for default settings when using divisions
  - Set/change password requirements for users

DIVISIONS

- Allows you to split plans into groups and control access
  - Larger users – split plans by division
  - Restrict access to individual plans
  - Control access for outside users, e.g. CPA, Actuary, to certain plans
- Users can be given permission to edit or view a division, or no access

DISTRIBUTIONS & 1099S

THE DISTRIBUTION MODULE

- Available as part of the Compliance software
- Used mainly for balance forward plans and others not on an investment platform
- Creates transaction batches for distributions and fees if applicable
- Calculates forfeiture amounts

SETUP FOR USING THE DISTRIBUTION MODULE - SOURCES

Loan/Distribution/Fee Hierarchy | Add Default Sources

	SourceID	Suppress	Top Heavy	Source Name	Source External ID	Vesting
	401K	No	Yes	Elective Deferral		100%
	MATCH	No	Yes	Matching Contribution		100%
	QMAC	No	Yes	QMAC		100%
	QNEC	No	Yes	QNEC		100%
	PS	No	Yes	Profit Sharing		100%

- Click here to set up the source hierarchy for distributions, fees & loans

SETUP FOR USING THE DISTRIBUTION MODULE - SOURCES

Loan/Distribution/Fee Hierarchy

		Pro rata	Pro rata	Ordering rule	Pro rata
Source ID	**Source Name**	**Fees**	**Loans**	**In-Service**	**Distribution**
401K	Elective Deferral			100	
MATCH	Matching Contribution			110	
PS	Profit Sharing			120	
QNEC	QNEC				
ROLLUNREL	Rollover Unrelated				
ROTH	Roth Deferral				

Close Update

Select Pro rata or Ordering rule

- Pro rata means the loan/distribution/fee will be distributed pro-rata from all sources based on balances
- Ordering rule allows you to specify which source to take from - first, second etc.

SETUP FOR USING THE DISTRIBUTION MODULE – INVESTMENT ACCOUNTS

Loan/Distribution/Fee Investment Hierarchy

		Pro rata		Ordering rule		Pro rata		Pro rata	
Account ID	**Account Name**	**Allow Fees**	**Fees**	**Allow Loans**	**Loans**	**Allow In-Service**	**In-Service**	**Allow Dist**	**Distribution**
LOAN	Loan Fund	No		No		No		No	
POOLED	Pooled Account	Yes		Yes	110	Yes		Yes	
VENDOR	American Premier Funds	Yes		Yes	100	Yes		Yes	

Select Loan Account: LOAN

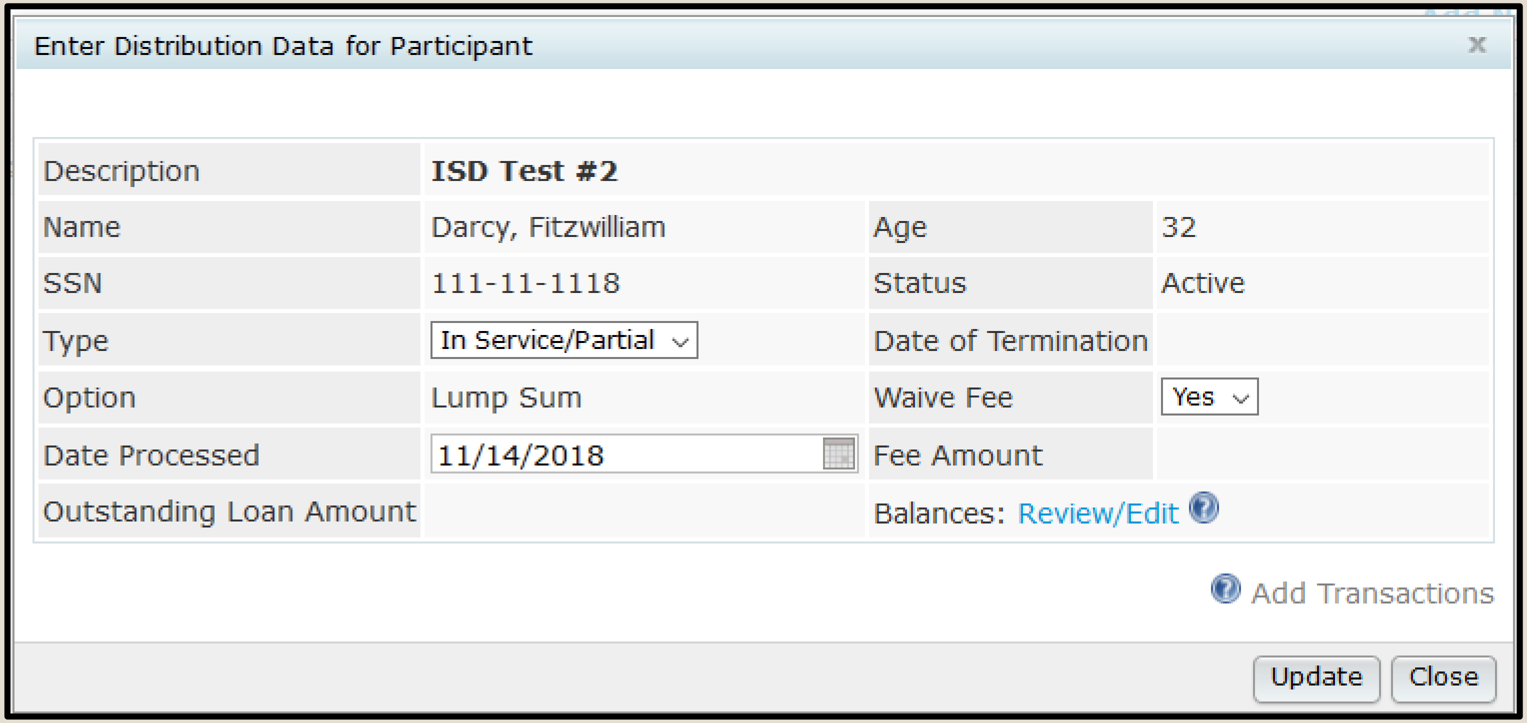
Close Update

- Select Pro rata or Ordering rule
  - Pro rata means the loan/distribution/fee will be distributed from all accounts based on balances
  - Ordering rule allows you to specify which account to take from first, second etc.

THE DISTRIBUTION MODULE

- Distributions need to be added in the plan year they are issued
- Select the Distributions option from the Transactions menu
  - Click the 'Add New Distribution' link
  - Select the participant from the drop-down & add a description
    - Select 'Distribution' or 'In service/Partial'
    - Enter the date the distribution was taken
    - Select any fee details
  - Click the update button to add the record

ADDING A NEW DISTRIBUTION



Click 'Review/Edit' to review or edit available balances and enter the type of distribution – a percentage or dollar amount

ADDING A NEW DISTRIBUTION

Amounts Available for Distribution ×

Darcy, Fitzwilliam SSN: 111-11-1118 **Request Lower Amount** ○ % ◉ $ 5,000.00 Apply Forfeitures? No

Source	Investment	Balance	Posted Dists	Posted Forfs	Vest %	Available	Dist Amt
401K	BROKERAGE	0.00	0.00	0.00	100.00	0.00	0.00
401K	LOAN	0.00	0.00	0.00	100.00	0.00	0.00
401K	VENDOR	84,223.65	0.00	0.00	100.00	84,223.65	3,347.25
MATCH	BROKERAGE	0.00	0.00	0.00	80.00	0.00	0.00
MATCH	LOAN	0.00	0.00	0.00	100.00	0.00	0.00
MATCH	POOLED	40,889.12	0.00	0.00	80.00	32,711.30	1,300.02
MATCH	VENDOR	2,003.03	0.00	0.00	80.00	1,602.42	63.68
PS	BROKERAGE	0.00	0.00	0.00	80.00	0.00	0.00
PS	LOAN	0.00	0.00	0.00	100.00	0.00	0.00
PS	POOLED	9,091.35	0.00	0.00	80.00	7,273.08	289.05
QNEC	BROKERAGE	0.00	0.00	0.00	100.00	0.00	0.00
QNEC	LOAN	0.00	0.00	0.00	100.00	0.00	0.00
QNEC	POOLED	0.00	0.00	0.00	100.00	0.00	0.00
ROLLUNREL	BROKERAGE	0.00	0.00	0.00	100.00	0.00	0.00
ROLLUNREL	LOAN	0.00	0.00	0.00	100.00	0.00	0.00
ROLLUNREL	VENDOR	0.00	0.00	0.00	100.00	0.00	0.00
ROTH	BROKERAGE	0.00	0.00	0.00	100.00	0.00	0.00

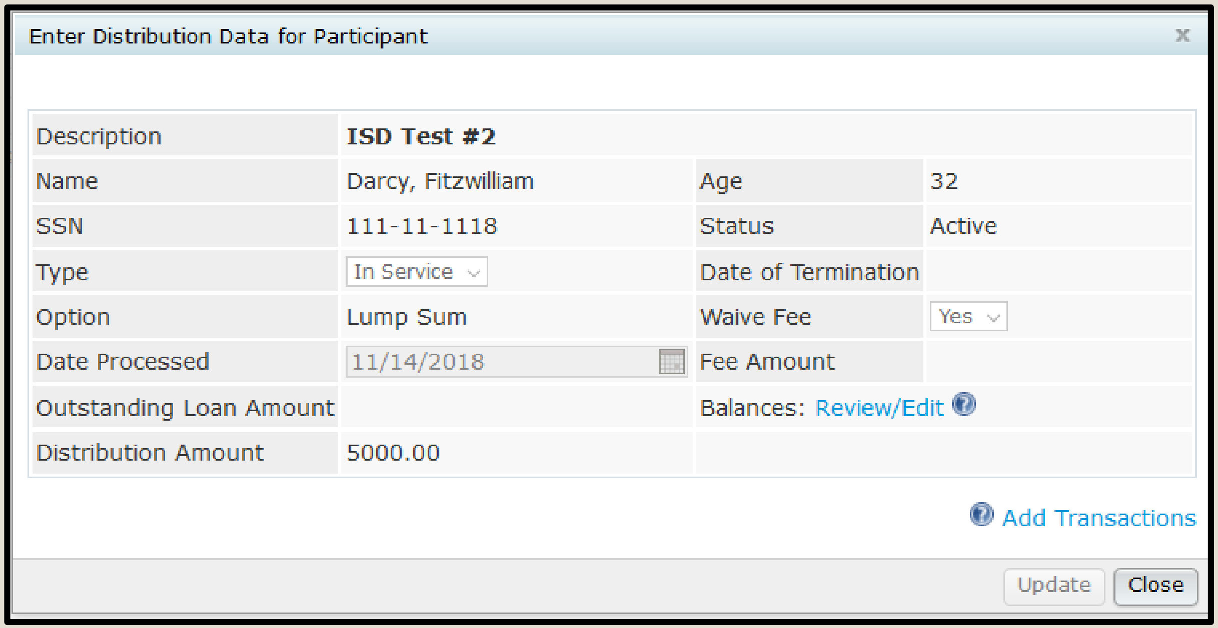
Download .csv

Save Approve Close

- Select a percentage or dollar amount
- Forfeiture amounts will be calculated if the option is selected – may wish to do only with final payout
- Fees will also be calculated if selected – fee transaction batch will also generate

ADDING A NEW DISTRIBUTION

- Save button saves the distribution details
- Approve button locks it – cannot be changed once this is clicked
  - Distribution can still be deleted
  - Click the ‘Add Transactions’ link to add transaction batches


Enter Distribution Data for Participant

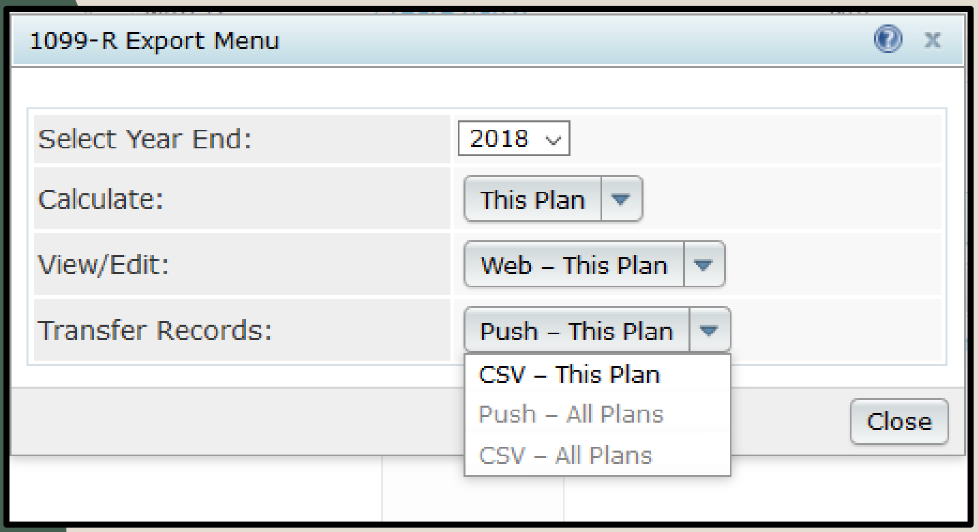
Description	ISD Test #2		
Name	Darcy, Fitzwilliam	Age	32
SSN	111-11-1118	Status	Active
Type	In Service	Date of Termination	
Option	Lump Sum	Waive Fee	Yes
Date Processed	11/14/2018	Fee Amount	
Outstanding Loan Amount		Balances: Review/Edit	
Distribution Amount	5000.00		

Add Transactions

Update Close

1099-R EXPORT

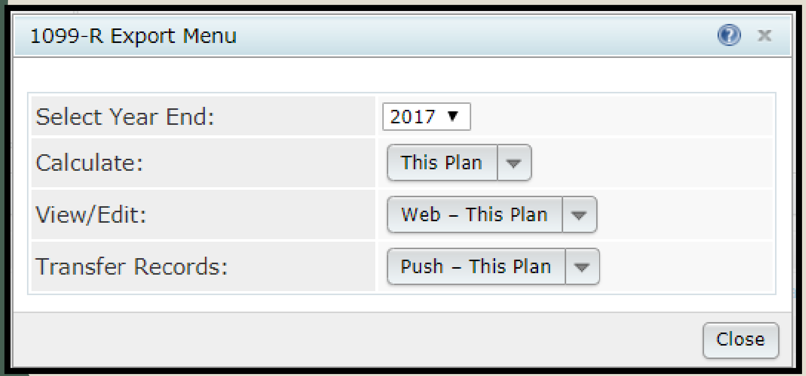
- Go to Miscellaneous=>1099-R Export
  - Click 'This Plan' button to calculate
  - View/Edit to see the records
  - Transfer Records will push the records to the 1099-R module



- Global option also available – use with caution!
- Transferring records overwrites any already added
- There's also an option to print the report details on a CSV file
  - Upload to ftw 1099 module or other software

1099-R EXPORT

- Go to Miscellaneous=>1099-R Export
  - Click 'This Plan' button to calculate
  - View/Edit to see the records
  - Transfer Records will push the records to the 1099-R module

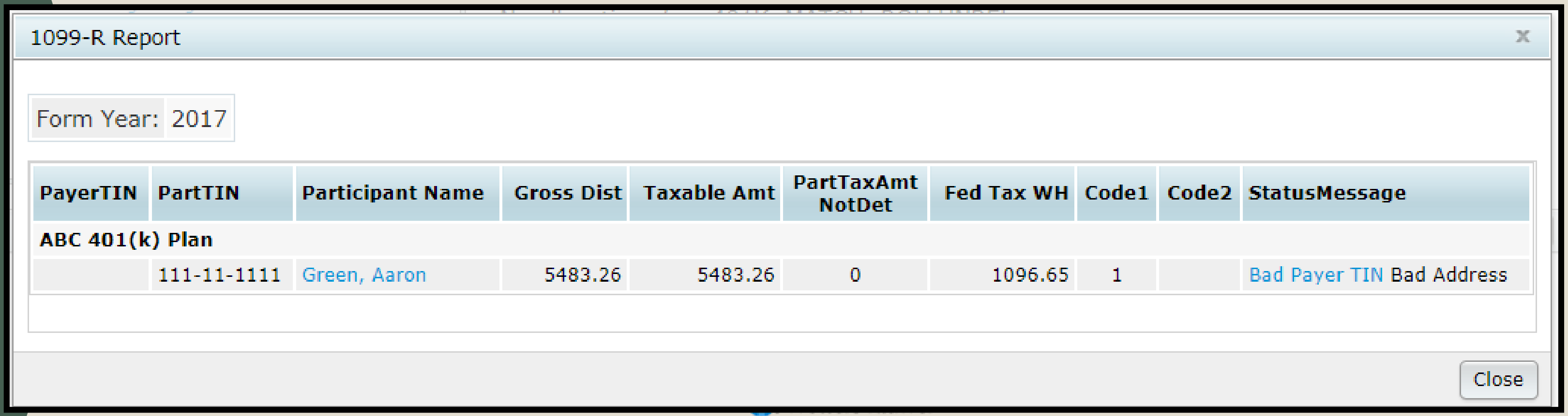


1099-R Export Menu

Select Year End:	2017
Calculate:	This Plan
View/Edit:	Web – This Plan
Transfer Records:	Push – This Plan

Close

- Global option also available – use with caution!
- Transferring records overwrites any already added



1099-R Report

Form Year: 2017

PayerTIN	PartTIN	Participant Name	Gross Dist	Taxable Amt	PartTaxAmt NotDet	Fed Tax WH	Code1	Code2	StatusMessage
ABC 401(k) Plan									
	111-11-1111	Green, Aaron	5483.26	5483.26	0	1096.65	1		Bad Payer TIN Bad Address

Close

TIPS OF THE MONTH

TIP OF THE MONTH #1 DOING PROPOSALS

- If you want to show a client a different plan design, we suggest cloning the plan and making the changes on the clone
  - First add a new plan, then go to the original plan in the compliance module; clone plan specifications and participant data
- ftwilliam also has a Proposal module:
  - Allows you to show up to five different plan designs on a single report
  - You can import census data from the compliance module and plan specifications for the first proposal from either the compliance module or the plan document
  - Contact your sales rep or support@ftwilliam.com if you would like a demo

WRAP-UP

- The next meeting will be Tuesday January 7, 2020 at 12 Noon CT
- Questions, suggestions can be submitted via chat now, or to support@ftwilliam.com
  - Please let us know your suggestions for future topics for the user group meetings
- Happy Holidays to all our users!