



MAKING IT PERSONAL

Administrative Guidelines

for plan sponsors

EVERY STEP OF THE WAY

GUIDELINES TO ASSIST YOU WITH PLAN ADMINISTRATION

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What makes us different is our commitment to our stakeholders. As a member of a mutual organization, we are accountable to those we serve. We listen to our clients and strive to find individualized solutions to their needs. We're making it personal — every step of the way.

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Are you administering your plan properly?

Plan administrators should periodically review the following areas of plan operations to ensure compliance with retirement plan laws and regulations.

The Internal Revenue Service (IRS) routinely publishes informational pieces including tips, sample questions that an auditor would ask during an examination and the most frequent operational errors found during audits. This guide includes a schedule of important dates and a chart by plan type that outlines areas of plan operation that may be included for review during an examination by the IRS or Department of Labor (DOL). This useful “at a glance” summary outlines various aspects of plan administration that plan sponsors should check, verify or complete on a regular basis to ensure compliance.

Note: If you have questions or concerns about whether or not you have been operating your plan in accordance with any of the areas indicated, please contact your OneAmerica representative.

The information herein is for general information only and is not intended to provide specific advice or recommendations for any individual or entity. Nothing herein constitutes or should be construed as a legal opinion or advice. Plan sponsors should consult their own attorney, accountant, financial or tax advisor or other planner or consultant with regard to their situation.

Securities offered through OneAmerica Securities, Inc., a Registered Investment Advisor, Member, FINRA, SIPC, One American Square, Indianapolis, IN 46282, 1-877-285-3863.

Abbreviations and acronyms



- §: Section
- ACA: Automatic Contribution Arrangement
- ACP: Actual Contribution Percentage
- ADP: Actual Deferral Percentage
- DOL: Department of Labor
- EACA: Eligible Automatic Contribution Arrangement
- ERISA: Employee Retirement Income Security Act of 1974
- HCE: Highly Compensated Employee
- IRC: Internal Revenue Code
- IRS: Internal Revenue Service
- NHCE: Non-Highly Compensated Employee
- QACA: Qualified Automatic Contribution Arrangement
- QDIA: Qualified Default Investment Alternative
- QMAC: Qualified Matching Contribution
- QNEC: Qualified Non-Elective Contribution
- RMD: Required Minimum Distribution

Administrative guidelines

Eligible to establish the plan type

Profit sharing	Money purchase	401(k)	403(b) Non-ERISA	403(b) ERISA — plans with employer contributions	457(b) eligible plans
Corporations, sub-chapter S, self-employed, sole proprietorships, partnerships, non-governmental tax-exempt entities, churches, governmental entities.	Corporations, sub-chapter S, self-employed, sole proprietorships, partnerships, non-governmental tax-exempt entities, churches, governmental entities.	Corporations, sub-chapter S, self-employed, sole proprietorships, partnerships, non-governmental tax-exempt entities, churches.	IRC §501(c)(3) organization with only salary deferral contributions. All schools, churches and governmental entities are exempt from ERISA.	IRC §501(c)(3) organization (e.g., non-governmental tax-exempt entities).	Governmental entities, non-governmental tax-exempt employers.

Written plan document requirements met

Plan must have a written plan document that is updated to reflect current legislation.	Plan must have a written plan document that is updated to reflect current legislation.	Plan must have a written plan document that is updated to reflect current legislation.	Final 403(b) regulations require even those plans that are exempt from Title I (generally plans that either contain only elective deferrals or are maintained by governmental or church employers) to adopt a plan document.	Plan must have a written plan document that is updated to reflect current legislation.	Plan must have a written plan document that is updated to reflect current legislation.
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Operating plan in compliance with document

Profit sharing	Money purchase	401(k)	403(b) Non-ERISA	403(b) ERISA — plans with employer contributions	457(b) eligible plans
Must operate your plan in accordance with the plan document. The plan document defines all terms of the plan including the calculation of employer contributions, determination of eligibility and the definition of compensation for nondiscrimination testing, etc.	Must operate your plan in accordance with the plan document. The plan document defines all terms of the plan including the calculation of employer contributions, determination of eligibility and the definition of compensation for nondiscrimination testing, etc.	Must operate your plan in accordance with the plan document. The plan document defines all terms of the plan including the calculation of employer contributions, determination of eligibility and the definition of compensation for nondiscrimination testing and withholding of elective deferrals, etc.	Must operate your plan in accordance with the plan document. The plan document defines all terms of the plan including the determination of eligibility and the definition of compensation and withholding of elective deferrals, etc.	Must operate your plan in accordance with the plan document. The plan document defines all terms of the plan including the calculation of employer contributions, determination of eligibility and the definition of compensation for nondiscrimination testing and withholding of elective deferrals, etc.	Must operate your plan in accordance with the plan document. The plan document defines all terms of the plan including the determination of eligibility and the definition of compensation for nondiscrimination testing and withholding of elective deferrals, etc.

Plan covered by a fidelity bond

Profit sharing	Money purchase	401(k)	403(b) Non-ERISA	403(b) ERISA — plans with employer contributions	457(b) eligible plans
Section 412 of ERISA requires that fiduciaries and other persons who handle or are responsible for the assets of a qualified plan be bonded. Every individual must be bonded for at least 10 percent of the amount of plan funds he or she handles up to a maximum of \$500,000 (\$1,000,000 if the plan holds employer securities) but in no case less than \$1,000.	Section 412 of ERISA requires that fiduciaries and other persons who handle or are responsible for the assets of a qualified plan be bonded. Every individual must be bonded for at least 10 percent of the amount of plan funds he or she handles up to a maximum of \$500,000 (\$1,000,000 if the plan holds employer securities) but in no case less than \$1,000.	Section 412 of ERISA requires that fiduciaries and other persons who handle or are responsible for the assets of a qualified plan be bonded. Every individual must be bonded for at least 10 percent of the amount of plan funds he or she handles up to a maximum of \$500,000 (\$1,000,000 if the plan holds employer securities) but in no case less than \$1,000.	Since plan is not subject to ERISA, a fidelity bond is not required.	Section 412 of ERISA requires that fiduciaries and other persons who handle or are responsible for the assets of a qualified plan be bonded. Every individual must be bonded for at least 10 percent of the amount of plan funds he or she handles up to a maximum of \$500,000 (\$1,000,000 if the plan holds employer securities) but in no case less than \$1,000.	Since plan is not subject to ERISA, a fidelity bond is not required.

It is important to note that a fidelity bond is not the same as fiduciary liability insurance. Under ERISA, fiduciaries may be personally liable for breach of certain responsibilities and subject to civil court action. With this in mind, you may want to consider fiduciary liability insurance that would provide protection from exposure to:

- Plan sponsor employer
- Officers
- Directors
- Employees

For more information, contact the agent who provided fidelity bonding coverage for your plan.

A DOL approved list of surety companies for ERISA fidelity bonds can be found at: <http://www.fiscal.treasury.gov/fsreports/ref/suretyBnd/complaints.htm>.

Universal eligibility rule for elective deferrals met

Profit sharing	Money purchase	401(k)	403(b) Non-ERISA	403(b) ERISA — plans with employer contributions	457(b) eligible plans
N/A	N/A	N/A	<p>All employees except:</p> <ul style="list-style-type: none"> • Employees who are eligible for another section 403(b) plan, or for a governmental 457(b) plan of the employer which permits elective deferrals • Employees who are eligible to make elective deferrals under a section 401(k) plan • Nonresident aliens • Students performing services described in IRC §3121(b)(10) • Employees who normally work fewer than 20 hours per week. If an employee works 1,000 hours in a plan year or determination period, they will be eligible to participate in the plan not applicable for non-electing churches. • Churches and qualified church controlled organizations are not subject to the universal availability rule. 	<p>All employees except:</p> <ul style="list-style-type: none"> • Employees who are eligible for another section 403(b) plan, or for a governmental 457(b) plan of the employer which permits elective deferrals • Employees who are eligible to make elective deferrals under a section 401(k) plan • Nonresident aliens • Students performing services described in IRC §3121(b)(10), must be permitted to make section 403(b) elective deferrals if any employee of the eligible employer may make elective deferrals. • Employees who normally work fewer than 20 hours per week. If an employee works 1,000 hours in a plan year or determination period, they will be eligible to participate in the plan. • Churches and qualified church controlled organizations are not subject to the universal availability rule. 	<p>N/A</p> <p>If a 457(b) plan is sponsored by a non-governmental tax-exempt entity it must be a top hat plan. Governmental plans may be but are not required to be top hat plans. Top hat plans can allow only a select group of management or HCEs to participate.</p>

If students or employees who work less than 20 hours per week are excluded, but one of these excluded employees is allowed to make elective deferrals, then all of the employees in that excluded group must be allowed to participate.

Controlled groups identified and covered or excluded under the plan

Profit sharing	Money purchase	401(k)	403(b) Non-ERISA	403(b) ERISA — plans with employer contributions	457(b) eligible plans
If two or more organizations are part of a controlled group of businesses, the organizations are treated as a single employer when applying qualified plan requirements such as general qualification, eligibility and coverage, vesting, annual addition limitations and top heavy rules.	If two or more organizations are part of a controlled group of businesses, the organizations are treated as a single employer when applying qualified plan requirements such as general qualification, eligibility and coverage, vesting, annual addition limitations and top heavy rules.	If two or more organizations are part of a controlled group of businesses, the organizations are treated as a single employer when applying qualified plan requirements such as general qualification, eligibility, and coverage, vesting, annual addition limitations and top heavy rules.	If two or more organizations are part of a controlled group of businesses, the organizations are treated as a single employer when applying qualified plan requirements such as general qualification, eligibility vesting and annual addition limitations.	If two or more organizations are part of a controlled group of businesses, the organizations are treated as a single employer when applying qualified plan requirements such as general qualification, eligibility and coverage, vesting and annual addition limitations.	If two or more organizations are part of a controlled group of businesses, the organizations are treated as a single employer when applying qualified plan requirements such as general qualification, eligibility and coverage, vesting and annual addition limitations.

Coverage and nondiscrimination rules satisfied, HCEs properly identified and refunds returned timely (if applicable)

Based on your plan's allocation formula, nondiscrimination testing may be required under IRC §401(a)(4).	Based on your plan's allocation formula, nondiscrimination testing may be required under IRC §401(a)(4).	Nondiscrimination tests include: ADP (for deferrals including Roth deferrals), ACP (for employee after-tax and match). Based on your plan's allocation formula for employer contributions, nondiscrimination testing may be required under IRC §401(a)(4).	N/A	Nondiscrimination tests include: ACP (for employee after-tax and match). Based on your plan's allocation formula for employer contributions, nondiscrimination testing may be required under IRC §401(a)(4).	N/A
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Coverage and nondiscrimination rules satisfied, HCEs properly identified and refunds returned timely (if applicable)

Profit sharing	Money purchase	401(k)	403(b) Non-ERISA	403(b) ERISA — plans with employer contributions	457(b) eligible plans
Coverage testing is required for the employer contribution to ensure that a minimum percentage of NHCEs are eligible to receive benefits in relation to the percentage of HCEs eligible to receive benefits.	Coverage testing is required for the employer contribution to ensure that a minimum percentage of NHCEs are eligible to receive benefits in relation to the percentage of HCEs eligible to receive benefits. Plan may require ACP testing if plan requires mandatory employee contributions or has a matching contribution formula tied to participant deferrals in a 403(b) or 457(b) plan.	Coverage testing is required for all contributions to ensure that a minimum percentage of NHCEs are eligible to receive benefits in relation to the percentage of HCEs eligible to receive benefits. Safe harbor 401(k) plans and plans with a QACA are exempt from ADP and ACP testing if certain conditions are satisfied.	N/A	Coverage testing is required for all contributions except deferrals to ensure that a minimum percentage of NHCEs are eligible to receive benefits in relation to the percentage of HCEs eligible to receive benefits. 403(b) plans are not subject to the ADP or coverage tests for deferrals because of the universal eligibility rules.	N/A

An employee is considered an HCE if he or she meets any of the following criteria:

- A more than 5% owner of the employer (or related employer) at any time during the current or preceding plan year.
- Had compensation from the employer in excess of \$120,000 during the preceding year and, if the employer so elected, was in the top-paid group of the employer. **Note:** the HCE compensation limit in 2017 is used to determine HCEs in 2018.

Consider the following when determining an employee’s HCE status:

- **Controlled group and affiliated service group:** All employees employed by members of a controlled group, affiliated service group or a group of trades or businesses under common control are treated as employed by a single employer. All employees of the single employer are included for the purposes of determining HCEs.
- **Family members:** If an employee is a family member of a more than 5% owner, then such family member is also considered an HCE. Family members include the spouse, parents, children and grandparents. Family members for this purpose do not include grandchildren, siblings or in-laws. Please keep in mind that ownership may be attributed from multiple family members. For example, Mary has no direct ownership, her father is a 4% owner and her husband is a 3% owner. Therefore, Mary is a 7% owner.
- **Top-paid group:** If you have made the top-paid group election in your adoption agreement or plan document, employees treated as HCEs because of their compensation are limited to the highest paid 20% of all employees of the employer in the preceding plan year.

Annual additions limited

Profit sharing	Money purchase	401(k)	403(b) Non-ERISA	403(b) ERISA — plans with employer contributions	457(b) eligible plans
<p>Test to ensure that the total of each participant's allocated contributions, including forfeitures for the limitation year (generally the same as the plan year) has not exceeded the annual additions limit.</p> <p>Limit is lesser of:</p> <ul style="list-style-type: none"> • 100 percent of \$415 compensation or • \$55,000 	<p>Test to ensure that the total of each participant's allocated contributions, including forfeitures for the limitation year (generally the same as the plan year) has not exceeded the annual additions limit.</p> <p>Limit is lesser of:</p> <ul style="list-style-type: none"> • 100 percent of \$415 compensation or • \$55,000 	<p>Test to ensure that the total of each participant's allocated contributions, including deferrals, and forfeitures for the limitation year (generally the same as the plan year) has not exceeded the annual additions limit.</p> <p>Limit is lesser of:</p> <ul style="list-style-type: none"> • 100 percent of \$415 compensation or • \$55,000 	<p>Test to ensure that the total of each participant's allocated contributions, for the limitation year (i.e., the calendar year) has not exceeded the annual additions limit.</p> <p>Limit is lesser of:</p> <ul style="list-style-type: none"> • 100 percent of \$415 compensation or • \$55,000 	<p>Test to ensure that the total of each participant's allocated contributions, including deferrals, and forfeitures for the limitation year (i.e., the calendar year) has not exceeded the annual additions limit.</p> <p>Limit is lesser of:</p> <ul style="list-style-type: none"> • 100 percent of \$415 compensation or • \$55,000 	<p>Test to ensure that the total of each participant's allocated contributions, for the limitation year (generally the same as the plan year) has not exceeded the annual additions limit.</p> <p>Limit is lesser of:</p> <ul style="list-style-type: none"> • 100 percent of \$415 compensation or • \$18,500 <p>Special catch-up provisions may increase the contribution limit. Employer contributions offset employee deferrals.</p> <p>If a 457(b) plan is combined with a 401(k) or 403(b) plan, separate annual addition limits apply to each plan.</p>

Top heavy satisfied, key employees identified and employer contribution made timely (if applicable)

Profit sharing	Money purchase	401(k)	403(b) Non-ERISA	403(b) ERISA — plans with employer contributions	457(b) eligible plans
Test to ensure that the account values of key employees are not a disproportionate percentage of the total assets of the plan compared to non-key employees. Disproportionate is defined as more than 60 percent.	Test to ensure that the account values of key employees are not a disproportionate percentage of the total assets of the plan compared to non-key employees. Disproportionate is defined as more than 60 percent.	Test to ensure that the account values of key employees are not a disproportionate percentage of the total assets of the plan compared to non-key employees. Disproportionate is defined as more than 60 percent. Safe harbor 401(k) plans are exempt from top heavy funding requirements if certain conditions are satisfied.	N/A	N/A	N/A

An employee is considered a key employee if he or she meets any of the following criteria:

- An officer having annual compensation greater than \$175,000.
- A more than 5% owner of the employer (or related employer).
- A more than 1% owner of the employer (or related employer) with compensation in excess of \$150,000.

Consider the following when determining an employee’s key status:

- **Controlled group and affiliated service group:** All employees employed by members of a controlled group, affiliated service group or a group of trades or businesses under common control are treated as employed by a single employer. All employees of the single employer are included for the purposes of determining the key employee.
- **Family members:** If an employee is a family member of a more than 5% owner, then such family member is also considered a key employee. If an employee is a family member of a more than 1% owner, then such family member is also considered a key employee if they have compensation in excess of \$150,000. Family members include the spouse, parents, children and grandparents. Family members for this purpose do not include grandchildren, siblings or in-laws. Please keep in mind that ownership may be attributed from multiple family members. For example, Mary has no direct ownership, her father is a 4% owner and her husband is a 3% owner. Therefore, Mary is a 7% owner.

Elective deferrals limited and excess deferrals returned timely

Profit sharing	Money purchase	401(k)	403(b) Non-ERISA	403(b) ERISA — plans with employer contributions	457(b) eligible plans
N/A	N/A	Ensures that the total of each participant's elective deferrals has not exceeded the calendar year limit. Limit is \$18,500.	Ensures that the total of each participant's elective deferrals has not exceeded the calendar year limit. Limit is \$18,500.	Ensures that the total of each participant's elective deferrals has not exceeded the calendar year limit. Limit is \$18,500.	Ensures that the total of each participant's elective deferrals has not exceeded the calendar year limit. 457(b) plans have their own limit of \$18,500. If combined with a 401(k) or 403(b) plan, the limit is \$37,000.

Catch-up rules applied properly

N/A	N/A	If the plan allows, participants who are or will become 50 during the calendar year are eligible to make catch-up contributions. Must exceed one of four limits before amounts can be considered catch-up. Limit is \$6,000.	<p>If annuity contract allows, participants who are or will become 50 during the calendar year are eligible to make catch-up contributions. Must exceed one of four limits before amounts can be considered catch-up. Limit is \$6,000.</p> <p>403(b) plan regulations allow for an additional 15-year catch-up. The 15-year catch-up limit applies only to "qualified employees" of a "qualified organization" and provides for an increase of up to \$3,000 in the elective deferral limit.</p> <p>If both age 50 catch-up and 15-year catch-up allowed, participant must utilize 15-year catch-up first.</p>	<p>If the plan allows, participants who are or will become 50 during the calendar year are eligible to make catch-up contributions. Must exceed one of four limits before amounts can be considered catch-up. Limit is \$6,000.</p> <p>403(b) plan regulations allow for an additional 15-year catch-up. The 15-year catch-up limit applies only to "qualified employees" of a "qualified organization" and provides for an increase of up to \$3,000 in the elective deferral limit.</p> <p>If both age 50 catch-up and 15-year catch-up allowed, participant must utilize 15-year catch-up first.</p>	<p>Non-governmental tax-exempt top hat 457(b) plan: Age 50 catch-up is not permitted.</p> <p>Governmental 457(b) plan: Age 50 catch-up is permitted. Participants who are within three years of the plan's normal retirement age (NRA) may be eligible for a special 457(b) catch-up of \$18,500.</p> <p>If a governmental 457(b) plan allows both special 457(b) catch-up and age 50 catch-up, a participant wishing to make catch-up contributions must make the greater of the two.</p> <p>If a 457(b) plan is combined with a 401(k) or 403(b) plan, separate catch-up limits apply to each plan.</p>
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Loans administered properly and timely defaulting of loans

Profit sharing	Money purchase	401(k)	403(b) Non-ERISA	403(b) ERISA — plans with employer contributions	457(b) eligible plans
<p>If a plan allows for loans, it must have procedures that address the following:</p> <ul style="list-style-type: none"> • Conditions under which loans can be obtained • Maximum number of loans allowed by a participant • If multiple loans allowed, the period of time granted between the issuance of the previous loan and a new loan (e.g., 12 months) • Sources available for loans (e.g., rollover) • Interest rate on loans • Repayment frequency <p>A loan that is in default is generally treated as a taxable distribution from the plan and must be reported so that a 1099-R may be issued.</p>	<p>If a plan allows for loans, it must have procedures that address the following:</p> <ul style="list-style-type: none"> • Conditions under which loans can be obtained • Maximum number of loans allowed by a participant • If multiple loans allowed, the period of time granted between the issuance of the previous loan and a new loan (e.g., 12 months) • Sources available for loans (e.g., rollover) • Interest rate on loans • Repayment frequency <p>A loan that is in default is generally treated as a taxable distribution from the plan and must be reported so that a 1099-R may be issued.</p>	<p>If a plan allows for loans, it must have procedures that address the following:</p> <ul style="list-style-type: none"> • Conditions under which loans can be obtained • Maximum number of loans allowed by a participant • If multiple loans allowed, the period of time granted between the issuance of the previous loan and a new loan (e.g., 12 months) • Sources available for loans (e.g., elective deferrals, rollover, employer match, etc.) • Interest rate on loans • Repayment frequency <p>A loan that is in default is generally treated as a taxable distribution from the plan and must be reported so that a 1099-R may be issued.</p>	<p>Available if provided in written plan document and annuity contract.</p> <p>Generally a plan should have written loan procedures.</p> <p>A loan that is in default is generally treated as a taxable distribution from the plan and must be reported so that a 1099-R may be issued.</p>	<p>If a plan allows for loans, it must have procedures that address the following:</p> <ul style="list-style-type: none"> • Conditions under which loans can be obtained • Maximum number of loans allowed by a participant • If multiple loans allowed, the period of time granted between the issuance of the previous loan and a new loan (e.g., 12 months) • Sources available for loans (e.g., elective deferrals, rollover, employer match, etc.) • Interest rate on loans • Repayment frequency <p>A loan that is in default is generally treated as a taxable distribution from the plan and must be reported so that a 1099-R may be issued.</p>	<p>Non-governmental tax-exempt top hat 457(b) plan: Loans are not permitted under a non-governmental tax-exempt top hat 457(b) plan.</p> <p>Governmental 457(b) plan: If a plan allows for loans, it must have procedures that address the following:</p> <ul style="list-style-type: none"> • Conditions under which loans can be obtained • Maximum number of loans allowed by a participant • If multiple loans allowed, the period of time granted between the issuance of the previous loan and a new loan (e.g., 12 months) • Sources available for loans (e.g., elective deferrals, rollover, employer match, etc.) • Interest rate on loans • Repayment frequency <p>A loan that is in default is generally treated as a taxable distribution from the plan and must be reported so that a 1099-R may be issued.</p>

Hardship distribution rules followed

Profit sharing	Money purchase	401(k)	403(b) Non-ERISA	403(b) ERISA — plans with employer contributions	457(b) eligible plans
<p>If a plan provides for hardship distributions, it must provide the specific criteria used to make the determination of hardship.</p> <p>The IRS has established reasons that satisfy the safe harbor definition of hardship. These reasons satisfy the immediate and financial need requirement.</p> <p>In addition to following the guidelines regarding what constitutes a hardship, you must demonstrate that you have followed guidelines regarding documentation, ensuring that the amount withdrawn does not exceed the need, obtaining spousal consent and restricting hardship distributions to the sources identified in your adoption agreement.</p>	<p>N/A</p>	<p>If a plan provides for hardship distributions, it must provide the specific criteria used to make the determination of hardship.</p> <p>The IRS has established reasons that satisfy the safe harbor definition of hardship. These reasons satisfy the immediate and financial need requirement.</p> <p>In addition to following guidelines regarding what constitutes a hardship you must follow guidelines regarding documentation, ensuring that the amount withdrawn does not exceed the need, suspension of elective deferrals (e.g., six months), obtaining spousal consent and restricting hardship distributions to the sources identified in your adoption agreement.</p>	<p>Available if provided in written plan document and annuity contract.</p> <p>Reminder: Elective deferrals must be suspended for the period of time outlined in your plan document (e.g., six months).</p>	<p>If a plan provides for hardship distributions, it must provide the specific criteria used to make the determination of hardship.</p> <p>The IRS has established reasons that satisfy the safe harbor definition of hardship. These reasons satisfy the immediate and financial need requirement.</p> <p>In addition to following guidelines regarding what constitutes a hardship you must follow guidelines regarding documentation, ensuring that the amount withdrawn does not exceed the need, suspension of elective deferrals (six months or up to one year), obtaining spousal consent and restricting hardship distributions to the sources identified in your adoption agreement.</p>	<p>Under a 457(b) plan, a hardship distribution can only occur when the participant is faced with an unforeseeable emergency. You should retain documentation that demonstrates the need or proof of the unforeseeable emergency.</p> <p>Reminder: Elective deferrals must be suspended for the period of time outlined in your plan document (e.g., six months).</p>

Rollover rules followed

Profit sharing	Money purchase	401(k)	403(b) Non-ERISA	403(b) ERISA — plans with employer contributions	457(b) eligible plans
<p>A direct rollover is a payment of an eligible rollover distribution [as defined in IRC §402(c)(2)] from a qualified plan directly to another eligible retirement plan.</p>	<p>A direct rollover is a payment of an eligible rollover distribution [as defined in IRC §402(c)(2)] from a qualified plan directly to another eligible retirement plan.</p>	<p>A direct rollover is a payment of an eligible rollover distribution [as defined in IRC §402(c)(2)] from a qualified plan directly to another eligible retirement plan.</p>	<p>Not applicable for deferral only plans sponsored by a 501(c)(3) organization.</p>	<p>A direct rollover is a payment of an eligible rollover distribution [as defined in IRC §402(c)(2)] from a qualified plan directly to another eligible retirement plan.</p>	<p>Non-governmental tax-exempt top hat 457(b) plan: There are no rollover options for a non-governmental tax-exempt top hat 457(b) plan.</p>
<p>A 60-day rollover is the rule that states when a participant withdraws cash or other assets from one eligible retirement plan first they must complete the rollover within 60 days of the date of the distribution. A 60-day rollover may not include after-tax amounts (i.e., nontaxable amounts) unless the receipt plan is an IRA or Roth IRA.</p>	<p>A 60-day rollover is the rule that states when a participant withdraws cash or other assets from one eligible retirement plan first they must complete the rollover within 60 days of the date of the distribution. A 60-day rollover may not include after-tax amounts (i.e., nontaxable amounts) unless the receipt plan is an IRA or Roth IRA.</p>	<p>A 60-day rollover is the rule that states when a participant withdraws cash or other assets from one eligible retirement plan first they must complete the rollover within 60 days of the date of the distribution. A 60-day rollover may not include after-tax amounts (i.e., nontaxable amounts) unless the receipt plan is an IRA or Roth IRA.</p>	<p>Schools, governmental entities and churches may allow for rollover contributions in their plan document.</p> <p>A 60-day rollover is the rule that states when a participant withdraws cash or other assets from one eligible retirement plan first they must complete the rollover within 60 days of the date of the distribution. A 60-day rollover may not include aftertax amounts (i.e., nontaxable amounts) unless the receipt plan is an IRA or Roth IRA.</p>	<p>A 60-day rollover is the rule that states when a participant withdraws cash or other assets from one eligible retirement plan first they must complete the rollover within 60 days of the date of the distribution. A 60-day rollover may not include after-tax amounts (i.e., nontaxable amounts) unless the receipt plan is an IRA or Roth IRA.</p>	<p>Governmental 457(b) plan: A direct rollover is a payment of an eligible rollover distribution [as defined in IRC §402(c)(2)] from a qualified plan directly to another eligible retirement plan.</p> <p>A 60-day rollover is the rule that states when a participant withdraws cash or other assets from one eligible retirement plan first they must complete the rollover within 60 days of the date of the distribution. A 60-day rollover may not include after-tax amounts (i.e., nontaxable amounts) unless the receipt plan is an IRA or Roth IRA.</p> <p>If a plan accepts rollovers, you must demonstrate that you have received a rollover from another eligible retirement plan.</p>

Transfers and exchanges handled properly

Profit sharing	Money purchase	401(k)	403(b) Non-ERISA	403(b) ERISA — plans with employer contributions	457(b) eligible plans
N/A	N/A	N/A	The plan may provide for contract exchanges or plan-to-plan transfers and the transferred interest may be subject to the same or stricter distribution restrictions. Contract exchanges require an information sharing agreement. Both contract exchanges and plan-to-plan transfers require that the participant's accumulated benefits after the exchange or transfer must be equal to what it was before the exchange.	The plan may provide for contract exchanges or plan-to-plan transfers and the transferred interest may be subject to the same or stricter distribution restrictions. Contract exchanges require an information sharing agreement. Both contract exchanges and plan-to-plan transfers require that the participant's accumulated benefits after the exchange or transfer must be equal to what it was before the exchange.	N/A

Timing of contributions

Plans that are subject to the Title I of ERISA must satisfy DOL requirements regarding the timely remittance of employee deferrals, after-tax contributions and participant loan repayments. The DOL regulations regarding the timing of depositing contributions are to ensure that the funds are being invested in the plans rather than remaining in the employer's general corporate funds.	Plans that are subject to the Title I of ERISA must satisfy DOL requirements regarding the timely remittance of employee deferrals, after-tax contributions and participant loan repayments. The DOL regulations regarding the timing of depositing contributions are to ensure that the funds are being invested in the plans rather than remaining in the employer's general corporate funds.	Plans that are subject to the Title I of ERISA must satisfy DOL requirements regarding the timely remittance of employee deferrals, after-tax contributions and participant loan repayments. The DOL regulations regarding the timing of depositing contributions are to ensure that the funds are being invested in the plans rather than remaining in the employer's general corporate funds.	N/A	Plans that are subject to the Title I of ERISA must satisfy DOL requirements regarding the timely remittance of employee deferrals, after-tax contributions and participant loan repayments. The DOL regulations regarding the timing of depositing contributions are to ensure that the funds are being invested in the plans rather than remaining in the employer's general corporate funds.	N/A
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Notices/disclosures/reports distributed timely

Profit sharing	Money purchase	401(k)	403(b) Non-ERISA	403(b) ERISA — plans with employer contributions	457(b) eligible plans
Participants (and sometimes beneficiaries) are required to receive notices, reports and/or disclosures within specified guidelines. Examples include: Summary Annual Report, Summary Plan Description, Summary of Material Modification, individual benefit statement, blackout period notice, Sarbanes-Oxley notice, QDIA notice, participant fee disclosure.	Participants (and sometimes beneficiaries) are required to receive notices, reports and/or disclosures within specified guidelines. Examples include: Summary Annual Report, Summary Plan Description, Summary of Material Modification, individual benefit statement, blackout period notice, Sarbanes-Oxley notice, QDIA notice.	Participants (and sometimes beneficiaries) are required to receive notices, reports and/or disclosures within specified guidelines. Examples include: Summary Annual Report, Summary Plan Description, Summary of Material Modification, individual benefit statement, blackout period notice, safe harbor notice, Sarbanes-Oxley notice, QDIA notice, ACA notice, EACA notice, QACA notice, participant fee.	Participants are required to receive an Annual Notice of Right to Participate in the Plan and Contribution Limit Notice.	Participants (and sometimes beneficiaries) are required to receive notices, reports and/or disclosures within specified guidelines. Examples include: Summary Annual Report, Summary Plan Description, Summary of Material Modification, individual benefit statement, blackout period notice, safe harbor notice, Sarbanes-Oxley notice, QDIA notice, ACA notice, EACA notice, QACA notice, participant fee disclosure. In addition, participant are required to receive an Annual Notice of Right to Participate in the Plan and Contribution Limit Notice.	N/A

Form 5500 filing and Form 8955-SSA (if applicable)

Profit sharing	Money purchase	401(k)	403(b) Non-ERISA	403(b) ERISA — plans with employer contributions	457(b) eligible plans
Form 5500 filing and Form 8955-SSA are due by the last day of the seventh month after the end of the plan year unless otherwise extended with a Form 5558, Application for Extension of Time to File Certain Employee Plan Returns.	Form 5500 filing and Form 8955-SSA are due by the last day of the seventh month after the end of the plan year unless otherwise extended with a Form 5558, Application for Extension of Time to File Certain Employee Plan Returns.	Form 5500 filing and Form 8955-SSA are due by the last day of the seventh month after the end of the plan year unless otherwise extended with a Form 5558, Application for Extension of Time to File Certain Employee Plan Returns.	N/A	Form 5500 filing and Form 8955-SSA are due by the last day of the seventh month after the end of the plan year unless otherwise extended with a Form 5558, Application for Extension of Time to File Certain Employee Plan Returns.	Non-governmental tax-exempt top hat 457(b) plan: Exempt from filing as long as the ERISA Reporting and Disclosure Statement claiming the top hat exemption is filed with the DOL. Governmental 457(b) plan: N/A
The Form 5500 must be filed electronically with the DOL through EFAST2. If we provide Form 5500 series return preparation services for your plan, we will file a Form 8955-SSA (if we provide Form 5500 series return preparation services and if applicable) on your behalf.	The Form 5500 must be filed electronically with the DOL through EFAST2. If we provide Form 5500 series return preparation services for your plan, we will file a Form 8955-SSA (if we provide Form 5500 series return preparation services and if applicable) on your behalf.	The Form 5500 must be filed electronically with the DOL through EFAST2. If we provide Form 5500 series return preparation services for your plan, we will file a Form 8955-SSA (if we provide Form 5500 series return preparation services and if applicable) on your behalf.		The Form 5500 filing must be filed electronically with the DOL through EFAST2. If we provide Form 5500 series return preparation services for your plan, we will file a Form 8955-SSA (if we provide Form 5500 series return preparation services and if applicable) on your behalf.	

General, minor Form 5500 filing errors that may generate correspondence from the DOL:

- Failure to sign and date forms
- Mathematical errors
- Failure to answer all required questions
- Failure to attach all required schedules and attachments
- Beginning balances do not equal prior year ending balances
- Beginning participant count on Form 5500 or Form 5500-SF does not tie to type of filing (i.e., large or small filer)
- Late contributions are indicated
- Reversion of assets are indicated

Disclosures on a Form 5500 or Form 5500-SF that may trigger an audit from the IRS or DOL:

- Low percentage of participants relative to total employees
- Large losses
- Large percentage of loans
- Large drop in plan participants
- Large amounts of administrative expenses
- Large percentage of assets identified as “other”
- Large amounts of distributions

Note: Administrative and recordkeeping services provided by American United Life Insurance Company® (AUL) or McCready and Keene, Inc. or OneAmerica Retirement Services LLC, companies of OneAmerica which are not broker/dealers or investment advisors.

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