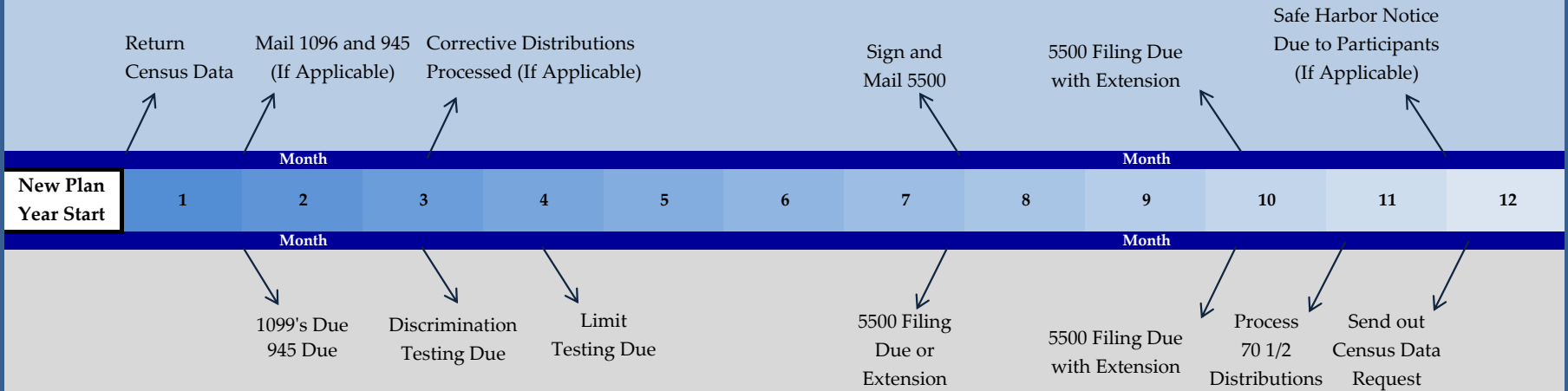


Retirement Plan Responsibilities Timeline



- Month 1 Plan Sponsor will sign and submit 1096 and 945's if applicable (This is calendar year specific and is due by January 31st)
- Month 3 Plan Sponsor will be notified of any corrective distributions for failed discrimination tests (If applicable)
- Month 7 Plan Sponsor will sign and mail completed 5500 and distribute Summary Annual Report (SAR) to plan participants
- Month 11 Plan Sponsor will distribute the Safe Harbor Notice to all plan participants (If applicable)
- Month 12 Plan Sponsor will complete and submit NBS Census Data Request for the prior plan year

Plan Sponsor Responsibilities



NBS Responsibilities

- Month 1 NBS will either process your 1099's or coordinate with your financial institution for processing (This is calendar year specific and is due by January 31st)
- Month 2 NBS will process your 945 reporting of taxes withheld from distributions if applicable (This is Calendar year specific and is due by January 31st)
- Month 3 NBS will complete your plan's discrimination testing within 2 1/2 months after the end of your plan year (This only applies to 401(k) and Matching contributions)
- Month 4 NBS will conduct deferral and 415 limit testing within 3 1/2 months after the end of your plan year
- Month 7 NBS will process your 5500 Filing and Summary Annual Report (SAR) within 7 months after the end of your plan year
- Month 10 NBS will process your 5500 Filing and Summary Annual Report (SAR) within 10 1/2 months after the end of your plan year if on Extension
- Month 11 NBS will provide you with a Safe Harbor Notice for your plan participants within 30 - 60 days prior to your next plan year (If applicable)
- Month 11 NBS will process any Required Minimum Distributions before December 31st (This is calendar year specific and will be performed before December 31st)
- Month 12 NBS will send you a Census Data Request packet during the last month of your plan year