



Information

update

July 2016

TSA Consulting Group - NEWSLETTER

Demographic Data Essential for Administration

TSACG will soon begin an initiative to secure regularly transmitted demographic files from all of our valued clients. This data is important to our 403(b) and 457(b) plan administration services as it provides essential information on all employees — including those who are not currently contributing to the Plan (but who may have participated in the past and still have Plan assets), as well as those employees missing from the monthly SPARK data files we receive from your investment providers. If you are one of the many clients already providing a demographic file, you are in luck. With this data, your employees may have access to some exciting new features! (To learn more, review the article on the ART System in April’s newsletter: <http://bit.ly/tsacg-newsletter>.)

The addition of demographic data gives us the capability to process participant transactions in the most efficient manner possible by enabling us to verify certain information (DOB, employment status, etc.) without contacting you for confirmation. This ensures that all plan transactions are processed as quickly as possible, while minimizing involvement from Plan Sponsors.

Demographic data is also utilized to monitor plan activity and contribution limits. This is especially important for clients not currently taking advantage of our EPARS remittance system. If we are not tracking contribution amounts through EPARS or a demographic file, we are relying solely on the monthly SPARK files from your investment providers for plan level data. It should be noted that SPARK data, while useful, can be incomplete, untimely, or not provided at all.

Finally, this data enables us to gather statistical information (participation rate, eligible employees, etc.) on your plan(s). This ensures that we are fully prepared to provide accurate reports and other related assistance upon request.

If you receive correspondence from TSACG regarding a request for demographic data, please contact our Data team as soon as possible to initiate file transmissions.

Toll-Free Phone:
1-866-569-9967
Email:
data@tsacg.com

www.tsacg.com





Salary Reduction Agreements

of their investment provider. All forms are available for download on each Plan Sponsor specific web page at www.tsacg.com.

Increasing participation in voluntary retirement plans is a primary focus for 403(b) and 457(b) Plan Sponsors across the country. At TSACG, we understand that while increasing enrollment is the goal, the enrollment process itself should be as seamless as possible. With that in mind, TSACG provides 403(b) Salary Reduction Agreements (SRA) and/or 457(b) Enrollment Forms for each client. These forms are plan specific, and they can be used by all participants, regardless

As most Plan Sponsors are aware, the effective date of a 403(b) SRA can be as early as the next paycheck after submission, provided the SRA is received by the employer (or appropriate entity) before the payroll cutoff date for that paycheck.

It is important to note that the rules for 457(b) plans are a bit different. 457(b) deferrals cannot begin sooner than the month following participant agreement approval. What does this mean? If you receive a

457(b) Enrollment Form on July 1st, the deferral cannot begin until the first payroll in August. By the same token, if you receive a 457(b) enrollment form on July 29th, the deferral is eligible to begin on the first payroll in August.

If you have any questions on the submission process for 403(b) SRAs or 457(b) Enrollment Forms, please contact your TSACG Program Consultant.

1-888-777-5827



CONTACT US

Please contact the appropriate department listed below for assistance:



Participant Transactions Team:
Contact the Participant Transactions Team regarding the approval of loans, rollovers, hardships, distributions, exchanges; transaction paperwork submission assistance; Transaction Routing Request form assistance; ART log-in assistance; etc.:

Toll-Free Phone: 1-888-796-3786, Option 4
Local Phone: (850) 362-6840

Transaction Document Submission:
Fax Numbers: 1-866-741-0645
or 1-866-814-0622

Email for the Transaction Status Inquiries and ART Assistance:
recordkeeping@tsacg.com

EPARS (Remittance) Team:

Toll-Free Phone: 1-888-796-3786, Option 6
Local Phone: (850) 362-6840
Fax: 1-866-483-3143

Email for Remittance Assistance:
epars@tsacg.com

P. O. Box 4037
Fort Walton Beach, FL 32549

Data Department and Publications Team:

Toll-Free Phone: 1-866-569-9967
Fax: 1-866-553-1075

Email for the Data Department:
data@tsacg.com

Email for the Publications Team:
publications@tsacg.com

Executive/Administration Offices:
Program Consultants and Program Services Teams

Toll-Free Phone: 1-888-777-5827
Fax: 1-800-889-9736
Email: programservices@tsacg.com

Business Operations Team:
Toll-Free Phone: 1-888-777-5827 Ext. 3200
Email: finance@tsacg.com



EPARS Remittance File Uploads & Account Funding

TSACG continues to make enhancements to all of our systems including EPARS. Those Plan Sponsors who regularly utilize EPARS to remit participant funds now have an additional validation that ensures all components of the remittance process have been completed.

This new functionality reviews all steps to ensure that both an uploaded data file and the matching funding have been uploaded and completed for final submission. Basically, to accommodate the varying time frames in which clients submit funding and data files, the system validates that when users upload a file that the subsequent funding is uploaded and matched within four business days. Likewise, when funding appears, the system looks for a matching file to be uploaded also within the

four business day timeframe. When one of the required components is missing, the system will send an alert at the end of the fourth day and a member of our EPARS team will contact the Plan Sponsor to assist and finalize the transmission.

Plan Sponsors who are not currently utilizing our EPARS remittance system are encouraged to contact your program consultant to discuss how TSACG can make your remittance process a seamless function. EPARS is available to all clients as a standard part of our Compliance Edge® program. Call 1-888-777-5827.

