

Suggested Steps for Restating DATAIR DB Prototype Documents for EGTRRA

Step	Description	√
One Time Only!		
1.	Update DS License File (see instructions on page 8 of these release notes)	
2.	Update DS for EGTRRA DB Prototype release 1.20.0400 (web update)	
For Each Plan		
3.	Review list of GUST prototype provisions not included in EGTRRA prototypes. Prepare an action plan for each plan containing an eliminated provision. (Note: An upcoming release will contain a “GUST DB Prototype Conversion Issues Report,” to help you identify affected plans.)	
4.	For each plan, review the required amendments occurring after GUST through the 2007 Interim Amendment. Be prepared to change the plan options within the EGTRRA restatement plan file to mirror the most recent provisions, found in the various amendments.	
5.	Open the plan, and on the Plan Amendments screen click the < Add New > command button, or double-click on <Add New> in the Amendment List.	
6.	Enter a description and an effective date for the EGTRRA restatement. <ul style="list-style-type: none"> • We recommend using the first day of the current Plan Year as an Effective Date for the EGTRRA restatement. • Then select <OK>. 	
7.	In the Plan Information area: <ul style="list-style-type: none"> • Verify all the indicative information on the Sponsor and Plan Info tab • Make sure that the Plan Type and Sub Type are correct. • Under the Document Info tab select EGTRRA for the Version and verify the Document Type. 	
8.	Select <Save> on the toolbar, or from the Edit menu, select <Save Changes>, to add this amendment record to the plan file.	
9.	Select the Adoption Agreement from the folder view “Plan Documents” list. <ul style="list-style-type: none"> • Be sure that edit checks are “On” (the green checkmark on the toolbar), and complete all “must answer” questions, as you work through the Adoption Agreement. • On the General Tab, indicate that this is an “Amendment and Restatement.” • Change the selections from those that migrated from GUST, as necessary to reflect plan amendments (see step 3) and any other plan changes. • When you have finished reviewing / changing all plan provisions, verify that there are no remaining edit checks by clicking the green checkmark. • Select <Save> on the toolbar, or from the Edit menu, select <Save Changes>. 	
10.	Open the Summary Plan Description screen from the folder view “Plan Documents” list. <ul style="list-style-type: none"> • Review all SPD questions, including the PBGC Insurance coverage option. • Select <Save> on the toolbar, or from the Edit menu, select <Save Changes>. 	

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11.	<p>Select the 2009 DB Interim Amendment screen from the folder view “Plan Documents” list.</p> <ul style="list-style-type: none"> • Enter the amendment number (e.g. “1”) and Effective Date (same as EGTRRA restatement Effective Date) • Select <Save> on the toolbar, or from the Edit menu, select <Save Changes>. 	
12.	<p>A future release will contain the 2010 DB Interim Amendment. It is not included in release 1.20.0400.</p> <p>Select the 2010 DB Interim Amendment screen from the folder view “Plan Documents” list.</p>	
13.	<p>If needed, open the PPA – Reinstating Lost Accruals Amendment screen from the folder view “Plan Documents” list.</p> <ul style="list-style-type: none"> • This amendment is only for plans with an Original Effective Date prior to 01-01-2010, and is an optional amendment. Verify the need for this amendment with the plan’s actuary. • Enter the amendment number (e.g. “3”) and Effective Date (same as EGTRRA restatement Effective Date) • Select <Save> on the toolbar, or from the Edit menu, select <Save Changes>. 	
14.	<p>Open the Action by Board of Directors/Employer screen from the folder view “Ancillary Documents” list.</p> <ul style="list-style-type: none"> • Enter the “Date of Resolution” which is usually the meeting date / adoption date. • Enter the “Effective Date” which will be the EGTRRA restatement Effective Date. • Make appropriate selections, such as “Amendment and Restatement,” “EGTRRA Restatement,” “2009 DB Interim Amendment,” “2010 DB Interim Amendment,” “SPD approved by Board.” • Select <Save> on the toolbar, or from the Edit menu, select <Save Changes>. 	
15.	<p>Print / generate PDF output for all documents and carefully review each to ensure that each accurately reflects the desired provisions. This includes:</p> <ul style="list-style-type: none"> • Adoption Agreement, Core Plan Document, and Trust • 2009 and 2010 Interim Amendments, and PPA – Reinstating Lost Accruals Amendment, if needed, and respective Summaries of Material Modifications • Summary Plan Description • Board Resolution / Action by Employer 	
16.	Obtain signatures for all documents.	
17.	Enter the adoption date in the Document Info screen. Register the plan with DATAIR within 60 days of adoption.	
18.	Write the registration number on the signature page.	
19.	Make copies of all documents for your files. Make sure the copy is a signed and dated copy with the registration number noted on the signature page.	
20.	<p>As needed, prepare updated employee forms (e.g. to reflect removal of 1-year marriage requirement or additional forms of payment).</p> <p>(Note: A future release will contain updated DB employee forms. The DB employee forms have not been updated in release 1.20.0400.)</p>	
21.	Print the Opinion Letter or the Advisory Letter. <i>(You may access DATAIR’s IRS Opinion and Advisory Letters by selecting Help > IRS Opinion Letters from the menu bar.)</i>	

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22.	<p>Deliver the original signed and dated documents to client with a copy of the Opinion Letter or Advisory Letter. The original should have the registration number noted on the signature page. Remind your client that at some point in the plan's existence, it is likely they will need to demonstrate that the plan has complied with current and prior law. These documents should be kept in the files:</p> <ul style="list-style-type: none"> • Original plan document • All subsequent amendments or restatements to the plan document • All adoption agreements • Any opinion letter or advisory letter issued by the IRS. • Any determination letter issued by the IRS • Board of Director's resolutions and minutes, or similar records related to the plan 	
23.	File your copies.	
24.	Prepare Determination Letter submission (if applicable.)	