

# The DATAIR News

NEWS FOR THE DATAIR PENSION AND BENEFITS PROFESSIONAL

SUMMER 2003

## From the Top

By Aaron Venouziou, President

**Y**ou cannot satisfy all of the people all of the time, but that is not going to stop us from trying. We have always listened to the comments and requests we have received from our 800+ subscribers to the Document System regarding the features they want to see in our documents in order to meet the needs of their clients. These subscribers range from small consulting firms to large insurance companies, and include attorneys, accountants, financial planners and actuaries.

The wide variety of plan details permitted by the tax code and the regulations make anticipation of every possible option a daunting task. Designing our products to meet the requirements of the most sophisticated pension professional, yet keeping it intuitive to every user, is the primary goal in everything we do.

Incorporating as many of these options into the documents was very important in this cycle of IRS approval. The Service was willing to work with us to approve almost any option we presented, so we tried to be as creative and as thorough as possible in our submission. In addition, we tried to include most, if not all, of the options that had been added to the administration system over the years.

Sometimes it may appear that our ambition has exceeded our reach, but through the hard work and dedication of our staff we believe that the end result is something we can present to you with pride. Though the complexity of the documents may make the process of completing them appear to be difficult or time-consuming we have included an option to create multiple default plans and we encourage you to use it. Among the new features we have added you will find:

- Expanded allocation formulas, including cross-tested specimen language:
- ADP / ACP Safe Harbor provisions
- Defined Benefit formulas expanded.
- Expanded disability benefit option.
- Separate eligibility requirements for deferrals, match and non-elective added.
- Three GATT transition options provided (Rev. Rul. 98-1).
- Fail-safe options for §401(a)(26) and §410(b).

We wish to thank you for your patience and hope that these new documents will help to make you more competitive in your marketplace. 

## DATAIR Profile



**M**et Kristina Kananen, a member of the DC Support Team since March, 2000.

Timing is everything and since Kristina came on board as the Pension Reporter for Windows was being released, which contained the newly revamped 5500 forms, PR testing and support was her first assignment. It remains her primary responsibility along with Pension System DC support.

When she joined DATAIR, Kristina brought with her 26 years of well-rounded TPA experience which she insists began in violation of child labor laws. Having experience in all aspects of qualified retirement plans helps Kristina be very understanding of the pressures and struggles our administrator clients face daily. "I think of myself as an administrator advocate," she says. "If I can see a way for a program to be clearer, or more streamlined, I speak up. My viewpoint is a bit different than say, a programmer's would be since I have faced administrator deadlines with too much work and too little information."

Kristina also serves as an ESL tutor for two Laotian and two Hispanic students which has brought her a greater appreciation of our country and the freedoms we have. Good weather finds her walking at every opportunity and snow finds her snowshoeing. ("I'm sure I look like the Hippo ballet portion of *Fantasia*—but less graceful.") Windy, cold, bitter days find her scrapbooking or sewing.

What does she enjoy most about working at DATAIR? "Besides the clients, it is that DATAIR uses my two strongest characteristics. Talking and being critical. Can you believe it? They actually pay me to talk on the phone and criticize their programs." 

# Do You PrintView?

By Gary R. Saake, VP/Systems

**A**mong the useful additions to the Pension System, FAS 132, Participant Termination Calculation System (PTCS), and Qualified Plan Distribution System (QPDS) over the last year is the DATAIR PrintView utility.

PrintView allows you to preview your output in a WYSIWYG format before (or instead of) printing, print to Windows-compatible printers that would otherwise be inaccessible to DOS programs, convert the report to RTF for word processing or to Acrobat PDF for distribution and archival storage, and to e-mail a PDF or RTF version of the document.

As a step-saver, the Pension System can be configured so that any time you print, the output will be automatically displayed in PrintView, without the use of Cycle P (Preview). See the <F1> help for the Auto Preview field on 4<sup>th</sup> Print Report Selection screen for instructions. 

# What's New at DATAIR.com

By Gary R. Saake, VP/Systems

**O**ver the last year, we've added several new features to the DATAIR web site that help you get more out of our products and services.

The [DATAIR Discussion Forums](#) allow you to interact with other DATAIR clients about topics of interest to benefit professionals relating to the use of DATAIR's products or other benefit issues. In addition, you can subscribe to the Support Announcement Forum and receive immediate e-mail notification when new software updates are posted on the web site, as well as when other significant support-related announcements are made.

The forums are designed for topics that benefit from group discussion, not as a replacement for product support issues. Your entire staff may register if you want, all with their own User ID's and passwords. We're very pleased with the participation in the forums, with over 800 persons currently registered and more joining daily. If you're not already registered, do so today at [www.datair.com](http://www.datair.com)! (Web+ Code: FORUM)

The [DATAIR Knowledge Base](#) allows you to search for answers to hundreds of life's perplexing questions, such as "Where can I find the GUST opinion letters?" and "How can I adjust the window size for the Pension System?" You can search by keywords, phrases, or even look at the most recently posted articles. We're constantly adding new Knowledge Base articles for this self-service support system, which will make it more useful as time goes on. (Web+ Code: KB)

The [Frequently Asked Questions \(FAQ\)](#) section of the web site has also been redesigned to help you find answers to the most commonly asked questions for each system or service more quickly. (Web+ Code: FAQ)

You may have wondered what the "Web+ Code" items were above. This is yet another feature we've added that will help you navigate directly to a specific web page directly from the home page. Whenever you see a Web+ code mentioned in a DATAIR publication, typing that code in on our home page will take you directly to the information referenced in the publication without having to search through all of the levels or links to find it. In addition, we have a number of generic Web+ codes, such as "Updates", "Rates", and "FAQs" that will take you directly to major features of our web site.

We're always interested in ideas on how we can improve the web site to provide the information and services that you need. If you have any suggestions, please pass them on to [webmaster@datair.com](mailto:webmaster@datair.com). 

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## The DATAIR News

*The DATAIR News* is published by:  
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The DATAIR News strives to provide our customers with valuable and enjoyable information about DATAIR software, services, and the pension industry. Reader contributions are welcome.

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## The Instant EINs

**N**ow there's no need to leave that EIN field blank or fill it with 9's. On June 13th the IRS announced a new program that allows employers or their representatives to obtain new EINs immediately by completing a web-based SS-4 form. Just go to <http://www.irs.gov/smallbiz> and click on the link for *Employer ID Numbers*. 

# Countdown to the End of GUST

By Gary Ward

**R**ev. Proc. 2002-73 extended the remedial amendment period for prior adopters of pre-approved plans and employers who timely certify their intent to adopt a pre-approved plan to the later of:

The end of the 12<sup>th</sup> month following the GUST opinion or advisor letter for the sponsor or practitioner who applies for approval of a prototype or volume-submitter plan; or September 30, 2003.

(For example: Since the last approval letter received by DATAIR was dated December 5, 2002 a restatement of a DATAIR plan will have until December 31, 2003 to timely amend for GUST.)

Rev. Proc. 2000-20 and Announcement 2001-12 provided two ways to extend the GUST remedial amendment period:

Adopt a prototype or volume submitter specimen plan; or, jointly certify, with a prototype sponsor or volume submitter practitioner, that the employer intends to amend the plan by adopting the sponsor's or practitioner's GUST-approved document.

To qualify for the extension, the prototype sponsor or volume submitter practitioner must have submitted their documents to the IRS for GUST approval by December 30, 2000.

The certification of intent must have been accomplished by the later of the last day of the plan year beginning in 2001 or February 28, 2002. There is no requirement that the employer actually adopt a plan of the sponsor or practitioner that is referenced in the certification of intent. The only requirement is that a valid certification exists.

The extension to the later of 12 months following the date of the last GUST approval letter for the sponsor or practitioner or September 30, 2003 is for any plan submitted by the sponsor or practitioner. The employer is deemed to have adopted every prototype plan or volume submitter plan of that sponsor or practitioner regardless of the type of plan that is last approved.

So ... even though you do not use DATAIR's volume submitter plans, your DATAIR prototype plans have until December 31, 2003 to amend for GUST. Your DATAIR volume submitter plans must be amended for GUST on or before December 31, 2003, as well.

September 30, 2003 remains the last day of the Remedial Amendment Period for those who are word-for-word adopters (regional sponsors) of the DATAIR prototypes. 

# SPD Disclosure Deadlines

By Gary Ward

**E**ach participant (and each beneficiary who is currently receiving benefits) must receive a Summary Plan Description (SPD) from the employer sponsoring the plan. For new plans and for amended plans the SPD, or an updated copy of the SPD, must be provided before a deadline specified in DOL regulation §2520.104b-2.

For a new plan the SPD must be provided no later than 120 days after the later of the effective date of the plan or the date the plan is adopted.

For new participants the SPD must be provided no later than 90 days after the later of the date the employee commences participation in the plan or the date the employee satisfies the eligibility requirements.

Whenever a plan is amended, a Summary of Material Modifications (SMM) must be provided to each participant (and each beneficiary who is currently receiving benefits) no later than 210 days following the end of the plan year in which the amendment is adopted. An employer may provide an updated SPD instead of the SMM. Once an SMM is provided, all future SPDs must include all SMMs that are associated with all amendments since the last SPD was updated.

For amended plans, an updated SPD incorporating all changes since the last update to the SPD must be provided once every 5 years from the last time the prior SPD was required to be provided.

If, by some chance, the plan can go 10 years without being amended, an updated SPD is required to be provided before the end of the tenth year following the original disclosure deadline of the current SPD.

For your GUST amendments, if you adopt the amendment at any time during the current plan year you have 210 days into the next plan year to provide an updated SPD or an SMM. A calendar year plan, for instance, which is amended during 2003 has until July 28, 2004 to provide updated SPDs. 

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ROUTE TO:

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## Did You Know...



... the manuals for the Pension System, QPDS, FAS, and PTCS are now included with each release in Acrobat PDF format and may be viewed by using Cycle P, or by going through the Windows Start Menu?

Switching to a PDF manual eliminates the need to insert revised pages into paper manuals with each release, assures you that you always have the latest manual available, allows you to search for information using Acrobat's built-in search facilities, and enables you to print as many copies as you need for your own internal use. 

## Westmont Training Schedule

Master the fundamentals and tools of pension administration through DATAIR's step-by-step system training classes. We also offer two one-day seminars at our office: Pension Essentials and New Comparability Seminar.

-  September 22-26
-  November 17-21
-  January 5-9, 2004

*For further details, please visit our website at [www.datair.com](http://www.datair.com), then click on 'System Training & Seminars'.*

## Current Software Versions



CA Cafeteria Administration.....	4.54	QP Qualified Plan Distribution.....	2.01
CA/Win Cafeteria Admin.....	1.00	PA Plan Accountant.....	2.03
CD Cafeteria Plan Document.....	1.24	PE Pension Administration.....	3.20
CM/Win Client & Task Manager.....	1.04	PR/WIN Pension Reporter.....	1.13
DE Data Entry & Review.....	1.13a	PT Participant Term. Calc.....	2.02
DS/Win Document.....	1.05	RD Retirement Plan Doc.....	1.41
DV DATAIR Voice.....	1.02	RW Report Writer.....	3.20
FA FAS 132 Reporting.....	2.01		