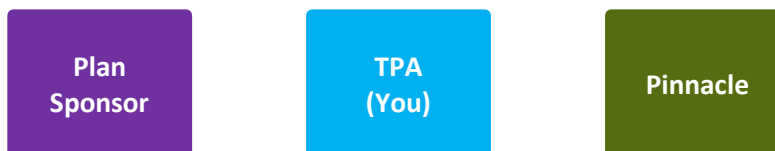


Annual Workflow Process

Defined Benefit Plan Administration with Pinnacle

Three Parties Involved:



The Plan Year has ended. Now what?

TPA	Request year-end census data from Plan Sponsor
Plan Sponsor	Send census data to TPA
TPA	- Scrub data, work with Plan Sponsor until data is clean - Reconcile the assets - Upload the following to Pinnacle via PlanSponsorLink: - Clean data - Information about DC plan (deferrals, safe harbor contributions, etc.) - Asset reconciliation report (preferably in Statement of Net Assets format) - Complete the Employer Questionnaire on PlanSponsorLink <i>Note: For entities taxed as sole proprietorships or partnerships, please provide copies of the Schedule C or K-1's</i> <i>Note: Pinnacle will not request data from you at the beginning of the year since we know you are working on it</i>
Pinnacle	- Perform the combined non-discrimination testing (if applicable) - Compute the annual cost - Using PlanSponsorLink, upload to the TPA a report detailing the contribution allocations for both plans (if applicable) and the permissible DB funding range (minimum required, maximum deductible, recommended)
TPA	Share results with Plan Sponsor
Plan Sponsor	- Fund the desired amount - Provide TPA with proof of deposit showing the exact amount and date (e.g. a scanned copy of the check, deposit slip, account transaction history, etc.)
TPA	Forward proof of deposit to Pinnacle
Pinnacle	- Prepare and sign Schedule SB to Form 5500 and Actuarial Certification of the Adjusted Funding Target Attainment Percentage (AFTAP) - Prepare Actuarial Valuation report and participant statements - If the plan is PBGC covered, generate Annual Funding Notice (if applicable) and the PBGC Comprehensive Premium Filing (CPF) - Upload the above to TPA via PlanSponsorLink



Annual Workflow Process: Defined Benefit Plan Administration with Pinnacle

TPA	- Send AFTAP to Plan Sponsor by the deadline stated in Pinnacle's letter - Prepare and coordinate Form 5500 filing with the Plan Sponsor <i>Note: It is very important to accurately complete line 6c of Form 5500 relating to PBGC coverage. If you have any questions, please contact Pinnacle Plan Design.</i> If the plan is <u>not</u> PBGC covered, prepare then send the Summary Annual Report to the Plan Sponsor (if applicable) and the annual process is complete! - If the plan <u>is</u> PBGC covered, send PBGC CPF to Plan Sponsor for signature
Plan Sponsor	Sign CPF, pay online at pay.gov, then return signed CPF and proof of payment to TPA
TPA	Forward signed PBGC CPF and proof of payment to Pinnacle
Pinnacle	Electronically file PBGC CPF

Annual Process Complete!

What About Distribution Processing?

Pinnacle	Notify TPA if year-end census data reveals a terminated employee eligible for a distribution (unless the TPA has already notified Pinnacle)
TPA	Request distribution paperwork from Pinnacle
Pinnacle	Prepare distribution paperwork including all required calculations
TPA	Provide paperwork to Plan Sponsor/participant
Plan Sponsor	Send completed paperwork to TPA
TPA	- Ensure the participant gets paid out - Generate the 1099-R

Pinnacle Plan Design, LLC

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