

After the close of each year, the Internal Revenue Service (IRS) requires that certain tests and annual forms be completed with summary information for the prior Plan Year. Our highest priority is to keep your Plan in regulatory compliance and to help you meet strict IRS and Dept. of Labor reporting deadlines. It is extremely important that you provide us with complete and accurate information as soon as possible, in order to prevent any delay in performing your compliance testing and compiling your annual reports.

## **Census Data Request**

The first census document in your Client folder is the Census Data Request. **Please download the template and save it as an Excel file.**

**Please verify the existing information and update the request with any additional employee data for the prior Plan Year. Add any new employees, even if they have not met eligibility requirements. It is important that you include ALL employees, whether active or terminated within the Plan Year. **The following information is required:****

1. Social Security #
2. Date of Birth
3. Date of Hire
4. Hours worked during the plan year (for all employees whether active or terminated at year-end)
5. Compensation (for all employees whether active or terminated at year-end)
6. Termination or retirement status and effective date (if applicable)

## **Form 5500 Data Certification**

The second census document which needs to be completed is the 5500 Data Certification questionnaire. **Please download the file and save it as a Word document.**

To ensure Plan compliance, it is extremely important that you **complete the questionnaire in its entirety, paying special attention to the following:**

Page 1/email address - please verify your email address and indicate any email address changes

Page 3/Highly Compensated and Key Employees - please read the definitions and complete appropriately

Page 4/Timeliness of deferral deposits - please answer yes or no

- If you have any questions regarding how to upload your completed forms to the Coe website, please feel free to contact InterGen for website support at (888) 932-4381 or email: support@intergen.org.
- If you are unsure of the information we are requesting or you require assistance completing the forms, please contact your Plan administrator.