

AUTOROLLOVERS BY BPA-HARBRIDGE

AutoRollover Kit

for Plan Sponsors

AUTOROLLOVERS by



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Thank you for choosing

AutoRollovers by BPA-HARBRIDGE

We have built an AutoRollover solution with you in mind!

There are many reasons for you to continue processing Mandatory Distributions of terminated Participants with balances less than \$5,000. Mandatory distributions minimize the number of lost Participants, crucial at time of Plan Termination; make forfeitures available earlier, save costs by eliminating additional mailings of disclosure items (SARs, SPDs, SMMs, Blackout Notices, etc...). In addition, for the Plan that is hovering around the 100 Participant count, processing mandatory distributions could help avoid the added expense of filing as a large Plan, particularly the cost of an independent audit.

IRA SPECIALISTS

- Carolynn Duell, ext 6951 cduell@bpah.com
 - Sean Arnold, ext. 6941 sarnold@bpah.com
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Once you have decided to utilize the BPA-Harbridge AutoRollover Solution, you may contact one of our IRA Specialists to establish your account. We will establish an account for you and provide you with the system access needed to report Mandatory Distributions to be rolled over.

By choosing BPA-Harbridge, you get a quality solution for your Mandatory Distributions, and Lost Participants, permitting you to continue to take advantage of all of the benefits associated with eliminating small account balances from your Plan.

Table of Contents

- 1. PROGRAM OVERVIEW**
- 2. BPA-HARBRIDGE'S SYSTEMS**
- 3. FUNDING THE IRA ACCOUNTS**
- 4. ADMINISTRATIVE FORMS / LETTERS**
- 5. INVESTMENT PRODUCTS**



Program Overview

The following provides a recommended process for implementing the AutoRollover Solution.

Plan Sponsor

1. “Sign-up” with
AUTOROLLOVERS by BPA-
HARBRIDGE
3. Amend Plan documents, sign
Custodial Agreements for
AutoRollover IRAs
4. Establish internal procedures for
delivering 402(f) notice and
tracking non-responders
5. Transfer data file of non-
responders, instruct custodian to
**remit funds to BPA-
HARBRIDGE/CBNA**

BPA-HARBRIDGE

2. Issue system access (I.D. and
password for iQuikpay and
www.autorollovers.com)
 6. IRA Accounts are opened by
BPA-HARBRIDGE/CBNA,
C.I.P. scanned
 7. Receives Funds, Invest in Cash
Instrument
 8. Welcome / PIN Letter mailed
to Account holder.
- **Account holders** may log-in at www.autorollovers.com to request distribution of their account or, transfer funds from the cash product to any of the other fund offerings.

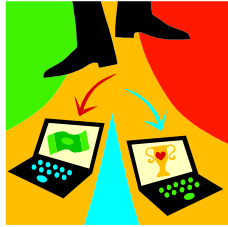


Participant Notification Requirements

In order to implement the Automatic Rollover Provisions of EGTRRA 2001, a Plan's document must be amended no later than the last day of the Plan Year that ends on or after March 28, 2005. Along with the amendment of the Plan, a revised Summary Plan Description (SPD) or Summary of Material Modifications (SMM) must be distributed to Participants.

Below are the content requirements of the SPD/SMM:

1. A description of the Plan's automatic rollover provisions including;
 - a. explanation that the mandatory distribution will be invested in an investment product designed to preserve principal and provide a reasonable rate of return and liquidity;
 - b. a statement indicating how fees and expenses associated with the account will be paid;
 - c. the name, address and phone number of a plan contact for further information concerning the Plan's automatic rollover provisions, the IRA provider, and fees and expenses attendant to the IRA account.



BPA-Harbridge's Systems

iQuikpay

BPA-HARBRIDGE's Online Census Reporting Tool

The screenshot shows a web browser window titled "iQuikpay® for the Web! - Microsoft Internet Explorer". The page content includes a navigation menu with "Home" and "Logout" buttons, and a sub-menu with "Employee Utilities", "Manual Contribution", "Compliance", "Reports", "Tools", and "Help". The main heading is "iQuikpay® Add New Employee" with a note "(field names in red are required)". The form fields are: First Name, Last Name, SSN (with dashes), Gender (dropdown), Birth Date (with format "(mm/md/yyyy)"), Alt Employee ID (dropdown menu showing "BPAS - BPAS INC."), Address 1, Address 2, City, State (dropdown menu showing "Select a State"), and Zip. At the bottom are "Cancel", "Clear", and "Add Employee" buttons.

- Simply log-in using your unique access code and report all applicable terminated Participants under Employee Utilities.
- Instruct the Trustee/Custodian to forward the funds per the instructions in the 'Documents' section of this AutoRollover Kit.
- Accounts may be entered manually or by using the file upload utility.



BPA-Harbridge's Systems (cont.)

Autorollers.com

BPA-HARBRIDGE's Web Portal for Account Holders

The screenshot shows a Microsoft Internet Explorer browser window displaying the BPA-Harbridge web portal. The page title is "Participant Summary - Microsoft Internet Explorer". The browser's address bar is empty. The page header features the BPA logo (Benefit Plans Administrators, Daily Valuation Plans) and the Harbridge logo (Consulting Group, Actuaries & Advisors), with the tagline "BUILDING BRIDGES TO better tomorrow". Below the logos is a navigation menu with buttons for "Log Off", "Account Inquiry" (selected), "Request Changes", "Education", "Documents", and "Mail".

The main content area is titled "Account Inquiry" and shows "Plan:000015" and "Benefit Plans Administrators VRU and Web Test Plan". A sidebar on the left contains links for "Personal Information", "Financial Information", "Elections", and "Activity Summary".

The "Account Summary" section contains a table with the following data:

Personal Information		Address
Name:	Peter P Participant	Address Line 1
SSN:	000-01-5015	Address Line 2
Birth Date:	03/28/1975	
Plan Entry Date:	08/12/2002	
Termination Date:	01/01/2004	
E-mail address:	Kenw@Bpas.com	
Next Auto Rebalance Date:	09/21/2004	

Below the table, there is a box with the following information:

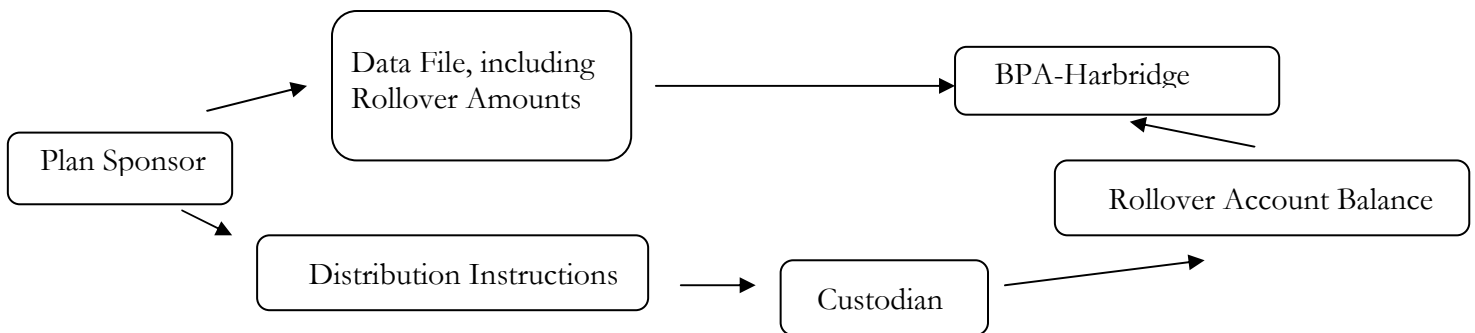
- ▶ To view your market values by investment and source, click on the **Balances** link.
- ▶ Your total account balance in this plan is **\$374,982.21**
- ▶ Your total available vested balance in this plan is **\$300,313.32**

- IRA Accountholders may log-in and initiate the following transactions:
 - Withdrawal;
 - Realignment of account (including automatic rebalancing);
 - Inter-fund Transfers;
 - Change/Add Beneficiary information;
 - View account statements.



Funding the IRA Accounts

- Participant information will be uploaded to BPA-HARBRIDGE using the iQuikpay system.
- The Trustee/Custodian will be instructed to send a separate check/wire for each individual account. *Please contact us to inquire about batch processing.*
- BPA-HARBRIDGE will match each check/wire to the corresponding data received from the Plan Sponsor.
- An account will be opened by BPA-Harbridge/CBNA on BPA-HARBRIDGE's recordkeeping system.
- Each account will be initially invested in the MetLife® Stable Value Contract, until such time as the Account Holder takes control of their account.



Funding the IRA Accounts (continued)

Wire Instructions

ABA#:	0213-0538-6
Short Title:	COMMUNITY BK SYR
Address:	DE WITT, NEW YORK 13214
Special Instructions:	ATTN: TRUST DEPT, UTICA
Account #:	0012 136 156
Account Name:	Clients of BPA-HARBRIDGE
FBO:	Name of IRA Account Holder SSN of IRA Account Holder

Make Checks Payable to:

Community Bank, N.A. FBO IRA ACCOUNT HOLDER ATTENTION: TRUST DEPT. 6 Rhoads Drive, Suite 7 Utica, NY 13502-6374 Memo: SSN of IRA Account Holder
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Administrative Forms / Letters

1. [Custodial Agreement](#)
2. [IRA Agreement](#)
3. [Sample Amendment Language](#)
4. [Sample 402\(f\) Notification](#)



Investment Products

Benefits that differentiate BPA-HARBRIDGE 's AutoRollover Solution from others are:

- Superior yield opportunity for defaulted accounts;
- Eleven additional Mutual Fund offerings, including four Life-Cycle Funds for those account holders that take ownership of their account, by contacting BPA-HARBRIDGE;
 - No Load Mutual Funds,
 - 24/7 Toll-free VRU and secure website access to account,
 - Elective Automatic Rebalancing of Account,
 - Online interfund transfers and account realignments; at no cost,
 - Will accept additional rollover contributions of other non-taxable distributions.

All accounts will be established by investing in the MetLife® Stable Value Contract. At such time that the Account Holder takes ownership of the account, he/she will have the option to invest in any mix of the no-load mutual funds offered.

[Click here](#) for more information on investment offerings.