# What reports and requests can I expect to receive?

Below is a list of scheduled email notifications sent to retirement plan sponsors. If you would like to confirm or update which individuals are set up as contacts for your plan, you can run the **Plan Contact Listing & Change Form** from your plan sponsor web account. After logging in to your retirement plan, select **Reports & Forms** from the **Statements, Forms & Reports** menu. You'll find the **Plan Contact Listing** in the **Plan Level Reports** report group.

| Report/Communication Name | Description | Run Frequency | Day/Time * | Who it goes to |
|---|---|---|---|---|
| Loan Payoff Notification | Notification of all loans paid off that day through payroll deductions, lump-sum payoffs, or clearing of small residual interest balances | Daily | 4:00 PM | Report Recipients |
| Participant Transaction Confirmations | Individual email confirmations for certain transactions processed via the web (optional by request) | Daily (business days) | 7:00 AM, 2:00 PM, 4:00 PM | Primary Contact |
| Deferral Change - by Participant | Summarizes online deferral changes request during the past 7 days | Weekly | Mondays/10:00 AM | Report Recipients |
| New & Maturing Loan Summary | Details new loans initiated that week and loans approaching maturity | Weekly | Sundays/2:00 PM | Report Recipients |
| Past Due Loans - 45+ Days | Shows any loans with payments that are at least 45 days past due | Monthly | First Friday/12:00 PM | Report Recipients |
| Beneficiary Confirmation (Reminder of Signatures Required) | Worksheet for clients to use to track the previous month's beneficiary designations requiring signatures | Monthly | 1st/11:00 AM | Report Recipients |
| Automatic Enrollment - Approaching Eligibility Report | For plans using automatic enrollment, details participants approaching eligibility in the plan | Monthly | 26th/11:00 AM | Report Recipients |
| Automatic Enrollment - Status of Enrollees Report | For plans using automatic enrollment, details the status of enrollees in the plan, including whether they have enrolled, opted out, or automatically enrolled | Monthly | 26th/11:00 AM | Report Recipients |
| Automatic Acceleration - Automatic Contribution Acceleration Report | For plans using automatic acceleration, details the contribution rate increasing within the next 45 days for automatic acceleration and voluntary (participant-directed) acceleration | Monthly | 26th/12:00 PM | Report Recipients |
| Annual Participant Notice Communication | Provides information about requirements for distributing required participant notices and where these notices can be found | Annually | First Friday of the month that is a month before PYE (i.e. first Friday of November for 12/31 PYE) | Primary Contact |

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| Annual Information Collection Package | Web based Plan Sponsor Questionnaire required for compliance review and 5500 preparation | Annually | Generally within 2 weeks of PYE | Annual Package Contact |
| CVMs | Summary of Plan YTD payroll for client confirmation | Annually | After final payroll | Annual Package Contact |
| Deposit Control Summary (Payroll) | Report that can be run to provide an overview of all contributions, when the contribution file was received, and funding information for each pay period | As needed | N/A | Payroll Contact |
| Late Payroll Notification | Notification of past-due payroll file | 5 days after missed payroll date | N/A | Payroll Contact |
| Distribution Approval Notification | Notification to plan sponsor of distribution pending approval | Upon submission of a distribution request | N/A | Contacts identified as authorized transactions approvers |
| Loan Approval Notification | Notification to plan sponsor of loan pending approval | Upon submission of a loan request | N/A | Contacts identified as authorized transaction approvers |
| Rollover Approval Notification | Notification to plan sponsor of rollover pending approval | Upon submission of a request to roll money into the plan | N/A | Primary Contact |
| Address Update Request | For terminated participants only, requests authorization to update a participant's mailing address | Sent as a result of a participant contacting our Service Center | N/A | Contacts identified as authorized transaction approvers |
| Authorization to Grant Distribution Access | Requests authorization to remove the account restriction and allow a participant with a newly-established online account to request a distribution | Sent as a result of a participant contacting our Service Center | N/A | Contacts identified as authorized transaction approvers |
| Authorization to Provide Plan Access Code | In higher-risk cases (such as when a participant has a balance or when an email address has not be provided by the plan sponsor), requests authorization to provide a participant with the plan access code needed to establish login credentials for their online account | Sent as a result of a participant contacting our Service Center | N/A | Contacts identified as authorized transaction approvers |

* The time noted is the time we begin running the specified report. You will receive your report, if applicable, at or after this time on the day noted. All times above are ET.