benetrends FINANCIAL

The Basics of YEAR-END DATA COLLECTION

WHAT'S IS YEAR-END DATA COLLECTION?

- It's the first required step of the annual filing process for your retirement plan
- The data is used to complete your Form 5500 and do compliance testing - both of which are required by the Department of Labor and the Treasury
- Year-end data collection consists of corporate, plan, and employee information

WHEN WILL I DO YEAR-END DATA COLLECTION?

- It depends on your plan year-end date
- We'll reach out no later than one month after your plan year-end date to start the collection process
    - Example: if your plan ends on December 31st, 2024, we will contact you by January 31st, 2025
- Be sure to complete it by the deadline stated in your email. Even if you haven't done your corporate taxes yet, you can still complete your data collection

The 4 Main Steps of Year-End Data Collection

Year-End Data Collection can be broken down into these 4 main parts. Check out the next few pages for a step-by-step breakdown of what to expect!

1. **Wait for Email & Prep Information**
2. **Complete Each Section**
3. **Collect Data & Fill Out Census**
4. **Sign & Submit!**

Scan the QR Code or click **HERE** to visit Plan Sponsor Link and get started!

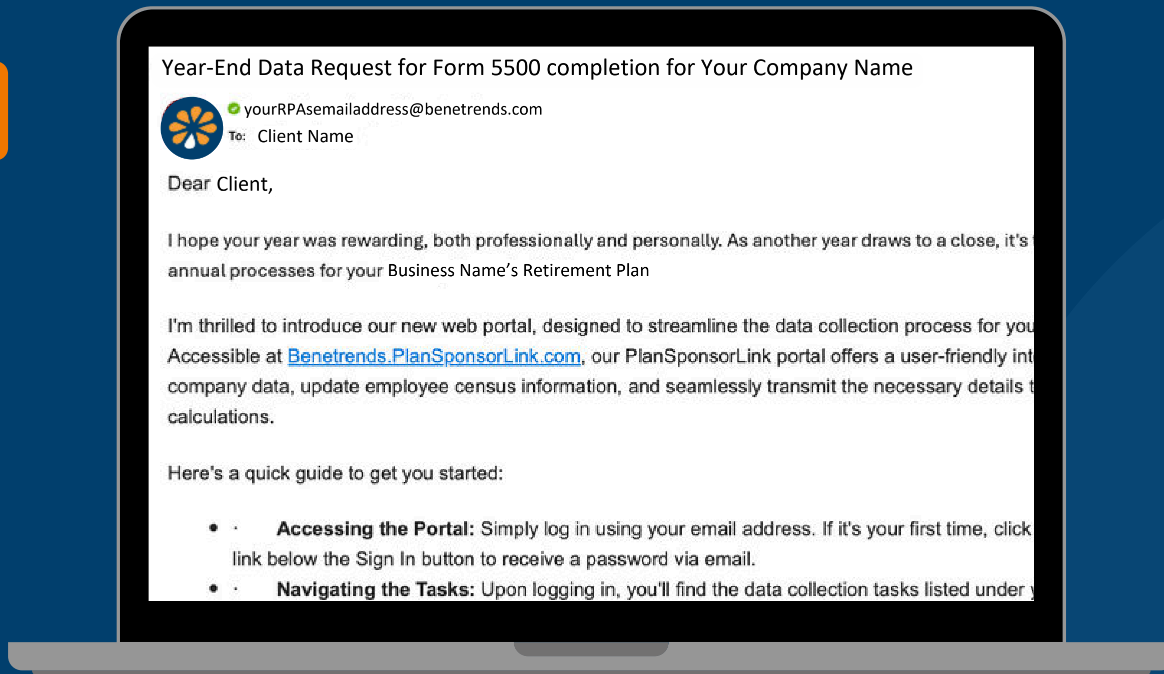
Questions? Your dedicated Retirement Plan Analyst is here to help every step of the way. Reach out for assistance!

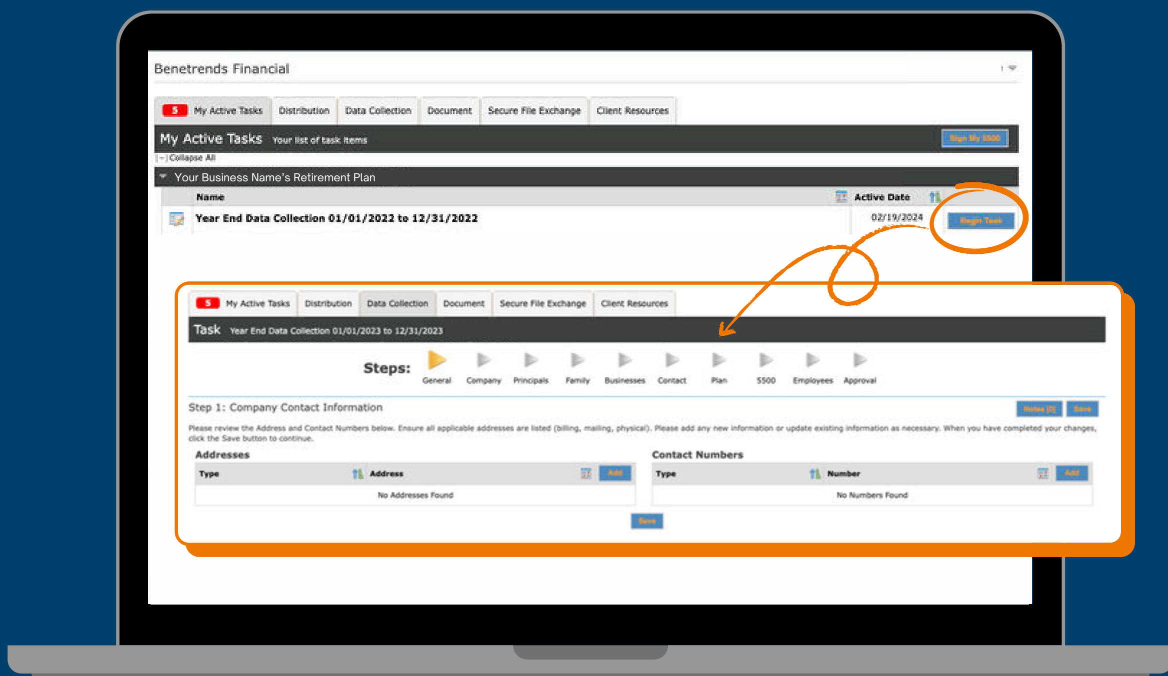
STEP 1: EMAIL AND PREP INFORMATION

Watch for or find the email from your RPA with the subject ***Year-End Data Request for Form 5500 Completion for [Your Company Name].***

This will have details about Year-End Data Collection and include a link to log in and start the process.

Quick Tip:
If you have your business information readily available, it'll take about an hour to complete!





STEP 2: COMPLETE EACH SECTION

After logging into Plan Sponsor Link, you'll be taken to a page similar to the one shown here.

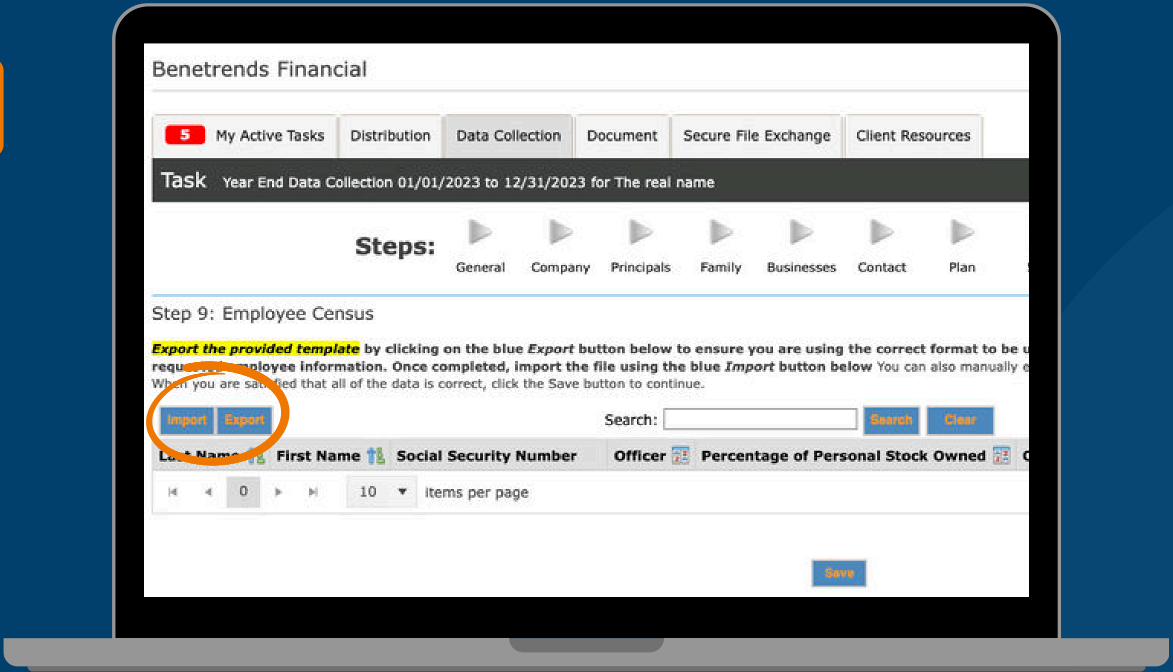
Click the ***Begin Task Button*** to open the Year-End Data Collection task.

The gray triangles at the top of the task show the 10 sections of Year End Data Collection. As you complete each section, a green checkmark will appear to indicate you have completed that part.

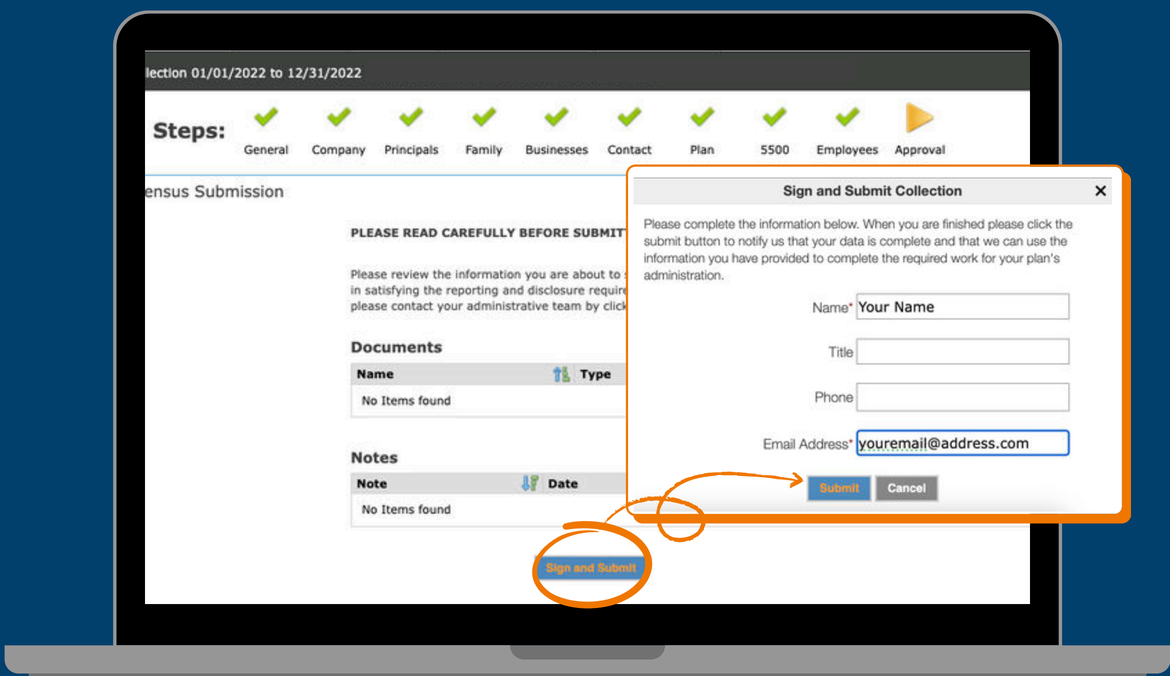
STEP 3: COMPLETE EMPLOYEE CENSUS

The biggest part of Year-End Data Collection is completing the Employee Census.

Download the provided spreadsheet template using the ***Export Button.*** Fill out the spreadsheet with the required information and use the ***Import Button*** to upload the template.



Quick Tip:
The Field Descriptions explains what each field is looking for, along with proper data formatting.



STEP 4: SIGN AND SUBMIT

Year-End Data Collection isn't done until you sign and submit!

Once you reach the Approval step, be sure to click the ***Sign and Submit*** button. A window titled ***Sign and Submit Collection*** will open.

Fill out the information requested (Name and email address) and hit submit one last time.

Only after this step have you successfully submitted your Year-End Data Collection! Your RPA will review and reach out with any questions or concerns.