

Compliance Checklist 2005

For Defined Benefit Plans, Defined Contribution Plans, and 403(b) Plans that are subject to ERISA.



Compliance Checklist for 2005

Dear Client,

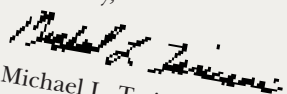
As a retirement plan sponsor, you know how important it is to comply with the Employee Retirement Income Security Act (ERISA) and the ever-changing reporting and disclosure requirements mandated by the federal government. You also know how confusing it can be.

As your provider of retirement services, we are always looking for ways we can make your job easier. That is why we are pleased to provide you with our Compliance Checklist for 2005, offered to Prudential Retirement clients by our Plan Compliance Services department.

The Checklist incorporates Defined Benefit, Defined Contribution and ERISA 403(b) requirements and provides information on the materials that you will need to file, filing due dates, and agencies to which the filings should be made. In addition, we've identified how Prudential Retirement can help you complete each task, so you can rest assured you have what you need to meet government filing requirements.

We are confident that you will find this Checklist to be a valuable reference tool. If you have any questions on any of the items covered in the Checklist, or if you would like additional information regarding our Comprehensive Advisory Services, please contact your Prudential Retirement Representative.

Sincerely,



Michael L. Taricani
Director, Plan Compliance Services
Prudential Retirement

Intelligent Solutions, working for you!

How to Use this Checklist

We've designed this Checklist as a “quick glance” resource to help you meet plan reporting and disclosure requirements for plans subject to the reporting and disclosure requirements of ERISA. This easy-to-follow Checklist should help you provide timely and complete information to individuals and appropriate government agencies. We suggest you keep your Checklist in a convenient place so you can refer to it whenever you may need to take specific action.

For your convenience, we've divided it into four broad reporting categories:

- Participants & Beneficiaries—Pages 2 through 14,
- Internal Revenue Service (IRS)—Pages 15 through 20,
- Department of Labor (DOL)—Pages 21 through 24,
- Pension Benefit Guaranty Corporation (PBGC)—Pages 25 through 31.

Each of the categories contains five sections:

- Status,
- Plan,
- Item,
- Action/Support, and
- When Due.

The “**STATUS**” column is a convenient way to monitor the activity for each item that applies to your plan.

The “**PLAN**” column indicates whether the item applies to 401(a) qualified defined benefit (“**DB**”) plans, 401(a) qualified defined contribution (“**DC**”) plans, and ERISA 403(b) plans (“**403(b)**”). Remember, if you sponsor multiple plans, these requirements apply separately to each plan.

The “**ACTION/SUPPORT**” column lists what must be completed for each item and describes Prudential Retirement's role in supporting the tasks. In addition, this column indicates how these actions must be performed.

The “**WHEN DUE**” column specifies the deadline or completion timeframe for each item.

We suggest you start by reviewing the items in each section that apply to your type of plan(s). The mandatory annual (or more frequent) recurring items appear in **bold**, first within each section. You are required by law to act on these items if they apply to your plan. Next to the applicable items, place a checkmark in the box provided in the “Status” column. Then look in the “When Due” column to determine your deadline and pencil it in next to “Action Date.”

The recurring items are followed by event-driven items, which require action only under certain circumstances. There are two categories of event-driven items. The first category includes items that may apply to your plan, such as a change in your plan's vesting schedule. For these you can fill in the “Action Date.”

The second category of event-driven items covers those that apply to individuals in your plan. Because these can occur frequently each year, an “Action Date” is not included, but you may find it useful to jot down notes in the “Status” column.

A separate edition of *Prudential's Compliance Checklist* addresses reporting and disclosure requirements for plans not subject to ERISA Title I, such as governmental and nonelecting church plans, non-ERISA 403(b) programs, 457(b) plans and unfunded nonqualified plans.

ERISA Title I requirements do not apply to 403(b) programs that only permit salary reduction contributions, offer employees a reasonable choice of investments, and limit the employer's role to transmitting salary reduction contributions to the issuers of the 403(b) contracts. Certain ERISA requirements apply to church plans that elect to be subject to ERISA under Code Section 410(d). Section 457(b) plans and unfunded nonqualified plans are never subject to ERISA Title I.

The information presented here reflects reporting and disclosure requirements in effect as of January 1, 2005. Since regulations are always subject to change, you should consult your tax advisor for updates.

This Compliance Checklist and other important compliance publications, such as *Prudential's Pension Analyst* may be found on Prudential's website at <http://www.prudential.com/pensionanalyst>.

Participants & Beneficiaries

STATUS	PLAN			ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ___ / ___ / ___	DB	DC	403(b)	Summary of latest Annual Report (SAR) (contains information from applicable Form 5500).	Plan Sponsors must publish an SAR and distribute it to participants and beneficiaries. Prudential prepares the report for clients who elect the Signature Ready Form 5500 Service.	Nine months after the end of the plan year or, if applicable, within two months after the close of the extension period for filing the applicable Form 5500.
<input type="checkbox"/> Action Date: ___ / ___ / ___	DB	DC	403(b)	Form 1099-R to report distributions, including direct rollovers, from qualified plans or 403(b) plans.	Prudential issues Forms 1099-R to participants and beneficiaries in plans whose Plan Sponsors have elected to use benefit payment services.	January 31 of the year following the calendar year in which the distribution was made.
<input type="checkbox"/> Action Date: ___ / ___ / ___	DB	DC	403(b)	Form 1042-S to report distributions made to certain nonresident aliens.	Prudential issues Forms 1042-S to participants and beneficiaries in plans whose Plan Sponsors have elected to use benefit payment services.	March 15 of the year following the calendar year in which the distribution was made.
<input type="checkbox"/> Action Date: ___ / ___ / ___		DC		401(k) Plan Safe Harbor Notice	Plan Sponsors must provide notices to eligible employees describing employees' rights and obligations under the safe harbor arrangement. Prudential can provide sample Notices to Plan Sponsors.	Within a reasonable time before the first day of the plan year. A reasonable time is 30 to 90 days before the first day of the plan year.
<input type="checkbox"/> Action Date: ___ / ___ / ___		DC		401(k) Plan Safe Harbor Contingent Notice	Plan Sponsors that want to preserve the ability to adopt a 3% QNEC safe harbor design before the end of the plan year must provide notices to eligible employees that this action may be taken. Prudential can provide sample Notices to Plan Sponsors.	Within a reasonable time before the first day of the plan year. A reasonable time is 30 to 90 days before the first day of the plan year.
<input type="checkbox"/> Action Date: ___ / ___ / ___		DC		401(k) Plan Safe Harbor Supplemental Notice	Plan Sponsors that provide Contingent Notices and then decide to adopt the Safe Harbor design must provide Notices to eligible employees that this action has been taken. Prudential can provide sample Notices to Plan Sponsors.	At least 30 days before the last day of the plan year in which the Safe Harbor design is effective. This notice may be combined with the standard or Contingent Safe Harbor Notice for the next plan year.

Participants & Beneficiaries (continued)

STATUS	PLAN			ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	403(b)	Summary Plan Description (SPD) or booklet (contains descriptive information concerning plan provisions and administration.)	Plan Sponsors must give participants and beneficiaries an SPD. Prudential drafts the SPD for clients who have elected the Plan Document Service.	On or before the later of: (a) 120 days after the plan effective date (b) 120 days after the plan adoption date (c) 90 days after an employee becomes a participant in the plan (d) 90 days after a beneficiary receives benefits under the plan. Updates to existing plans: (a) once every five years from the date of the previous SPD if the plan is modified, or (b) once every 10 years from the date of the previous SPD, whether or not the plan is modified. (Due 210 days after the end of the plan year in which five-or ten-year period ends.) Request for latest copy: within 30 days after participant's or beneficiary's written request.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	403(b)	Summary description of Material Modifications to plan (SMM) (contains description of plan amendment that modifies SPD.)	Plan Sponsors must communicate plan modifications to participants. Prudential prepares the SMM for defined contribution clients who have elected the Plan Document Service. Upon request from a defined benefit client, Prudential will prepare the SMM for a fee.	210 days after close of plan year in which modification is adopted.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC		Notice to interested parties of application for initial qualification or for amendment of plan under Internal Revenue Code.	Plan Sponsors must provide this notice to participants. Prudential prepares a sample of this notice for clients who have elected the Plan Document Service, if applicable.	Individually designed plans, volume submitter plans, and prototype plans that need to file, must provide the notice no less than 10 and no more than 24 days before the application for the determination letter is mailed. Generally, pertains to all eligible employees and other employees working at the same principal place of employment.

Participants & Beneficiaries (continued)

STATUS	PLAN			ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC		Notice of significant reduction in rate of future benefit accruals, early retirement benefits, and retirement-type subsidies under <ul style="list-style-type: none"> ➤ a defined benefit plan, or ➤ a money purchase pension plan (including a target benefit plan.) 	Plan Sponsors must provide a written notice to each plan participant, alternate payee under a QDRO, and employee organization representing participants who are affected or could potentially be affected by the change. This notice must include a description of the amendment and its effective date. Illustrative examples may be required in the notice.	Within a reasonable time before the amendment effective date. A reasonable time is at least 45 days before the effective date of the amendment. Different timing is available for mergers and acquisitions and for small plans.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	403(b)	Notice to terminated vested participants.	Plan Sponsors must communicate required information to terminated vested participants. For defined benefit clients who have elected Actuarial Valuation and Recordkeeping Services, Prudential provides vested benefit statements. Upon request, Prudential can prepare individual vested benefit statements for a fee.	No later than the date when Schedule SSA of applicable Form 5500 is due to the IRS.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	403(b)	Election to remain under prior vesting schedule.	Plan Sponsors must communicate this information to participants whenever an amendment to the vesting schedule would result in a reduced vesting percentage.	A participant meeting the three-year service requirement may elect to remain under the pre-amendment vesting schedule. This election must be made during a period which begins no later than the date the plan amendment changing the schedule is adopted and ends no earlier than the latest of the following dates: <ul style="list-style-type: none"> (a) 60 days after the day the plan amendment is adopted, or (b) 60 days after the day the plan amendment becomes effective, or (c) 60 days after the day the participant is issued written notice of the plan amendment by the employer or plan administrator.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB			Plan Terminations: (1) Notice of intent to terminate the plan.	Plan Sponsors must provide this notice to participants and beneficiaries.	At least 60 days and no more than 90 days before proposed date of termination.

Participants & Beneficiaries (continued)

STATUS	PLAN	ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(2) Notice of Plan Benefits detailing the amount of participant's benefit and information used to calculate benefit under a standard termination.	Plan Sponsors must provide this notice to participants.	No later than when the PBGC Form 500 is filed (i.e., within 180 days after the proposed termination date.)
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB DC	(3) Notice to Interested Parties.	If an application is made for IRS determination letter (Form 5310), the Plan Sponsor must provide this notice to participants.	This notice must be provided no less than 10 and no more than 24 days before the application for the determination letter is mailed.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(4) Notice of annuity providers under standard plan termination.	Plan Sponsors must provide this notice to participants.	If information is not available when notice of intent to terminate the plan is filed, a supplemental notice must be sent to participants no later than 45 days before the date of distribution.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB DC	Notice of failure to meet minimum funding standards, by <ul style="list-style-type: none"> ➤ a defined benefit plan, or ➤ a money purchase pension plan (including a target benefit plan). 	Plan Sponsors must communicate this information to participants if the plan fails to meet minimum funding standards. This notice may be delivered via mail or hand delivery. It <i>may not</i> be posted in a central location. Upon request, Prudential will provide a sample of this notice to defined benefit clients who elect Actuarial Valuation and Recordkeeping Services.	Within 60 days of the missed due date for the payment. If a waiver was requested and denied, within 60 days of the notice of denial. ERISA imposes a penalty of up to \$110 per day for failure to provide notice.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB DC	Notice of Funding Waiver Application, by <ul style="list-style-type: none"> ➤ a defined benefit plan, or ➤ a money purchase pension plan (including a target benefit plan). 	Plan Sponsors must communicate to participants, beneficiaries, and alternate payees when a waiver is being requested. This notice may be delivered via mail or hand delivery. It <i>may not</i> be posted in a central location.	Within 14 days before the date of application.

Participants & Beneficiaries (continued)

STATUS	PLAN	ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB DC	Minimum Required Distributions (MRD): (1) Participants age 70½ who are 5% owners (whether active or separated from service).	<p>Plan Sponsors must monitor participants who must receive minimum required distributions.</p> <p>For defined benefit clients, Prudential publishes a special annual issue of Prudential's Pension Analyst, which contains updated information on the rules. Plan Sponsors must submit the appropriate forms to initiate distributions.</p> <p>Prudential sends a listing of participants who are/ will be age 70½ or older during the upcoming calendar year to defined contribution clients who use the Recordkeeping Service. Plan Sponsors must review the list and submit changes or revisions to Prudential to initiate the distributions.</p>	<p>Must begin to receive payments by April 1 of the year following the year they reach age 70½ and by December 31 each year thereafter.</p>
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB DC 403(b)*	(2) Participants age 70½ who are non-5% owners and are still employed.	<p>Plan Sponsors must monitor participants who must receive minimum required distributions.</p> <p>For defined benefit clients, Prudential publishes a special annual issue of Prudential's Pension Analyst, which contains updated information on the rules. Plan Sponsors must submit the appropriate forms to initiate distributions.</p> <p>Prudential sends a listing of participants who are/ will be age 70½ or older during the upcoming calendar year to defined contribution clients and 403(b) clients who use the Recordkeeping Service. Plan Sponsors review the list and submit changes or revisions to Prudential to initiate the distributions.</p>	<p>In general, non-5% owners must begin to receive payments by April 1 of the calendar year following the later of the calendar year in which the employee reaches age 70½, or the calendar year the employee retires. However, plans may require non-5% owners to begin receiving payments by April 1 of the calendar year following the year the employee reaches age 70½. This requirement is dependent on individual Plan language, as well as prior MRD deferral/suspension elections.</p> <p>Special Note: A participant who signed an election before January 1, 1984, to remain under pre-TEFRA rules can defer pursuant to that election. Non-5% owners who reached age 70½ before 1/1/88 (i.e., date of birth before 7/1/17) do not have to begin receiving minimum distributions until they terminate employment.</p>

* For 403(b) plans, MRD requirements described above apply only to portion of account balance that accrued after December 31, 1986. For the portion of the account balance that accrued before January 1, 1987, MRD requirements apply beginning in the year in which the employee turns age 75, regardless of employment status.

Participants & Beneficiaries (continued)

STATUS	PLAN	ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB DC 403(b)*	(3) Participants age 70½ who are non-5% owners, have separated from service and are to receive minimum distributions for the first time.	<p>Plan Sponsors must monitor participants who must receive minimum required distributions.</p> <p>For defined benefit clients, Prudential publishes a special annual issue of Prudential's Pension Analyst, which contains updated information on the rules. Plan Sponsors must submit the appropriate forms to initiate distributions.</p> <p>Prudential sends a listing of participants who are/will be age 70½ or older during the upcoming calendar year to defined contribution clients and 403(b) clients who use the Recordkeeping Service. Plan Sponsors review the list and submit changes or revisions to Prudential to initiate the distributions.</p>	On or before April 1 of the calendar year following the year in which the employee separated from service.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB DC 403(b)	Personal accrued and vested benefit statement.	<p>Plan Sponsors must provide this information upon request.</p> <p>Prudential provides this information annually to defined benefit clients who elect Actuarial Valuation and Recordkeeping Services. Or, upon request, individual vested benefit estimates can be prepared for a fee.</p> <p>For defined contribution and 403(b) clients who have elected the Recordkeeping Service, Prudential provides this information annually via the year-end Participant Financial Statements for participants and beneficiaries.</p>	<p>Within 60 days of a written request, or, if later, 120 days after the close of the immediately preceding plan year. However, this statement does not have to be provided more often than once every 12 months.</p> <p>Annual statements must be provided no later than 180 days following the close of the applicable plan year.</p> <p>In the case of a termination of employment, an annual statement must be provided no later than 180 days following the close of the plan year in which the termination or 1-year break in service occurs.</p>
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB DC 403(b)	Notice of denial of benefit claim.	Plan Sponsors must communicate this information to participants and beneficiaries. This notice may be provided using written or electronic means.	<p>Generally, within 90 days after claim is filed. If applicant appeals denial within 60 days of notice of denial, a review of the decision must be furnished to applicant generally within 60 days of appeal (60-day extension allowed under special circumstances; claimant must be notified).</p>

* For 403(b) plans, MRD requirements described above apply only to portion of account balance that accrued after December 31, 1986. For the portion of the account balance that accrued before January 1, 1987, MRD requirements apply beginning in the year in which the employee turns age 75, regardless of employment status.

Participants & Beneficiaries (continued)

STATUS	PLAN	ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	Notice of suspension of benefits.	Plan sponsors must provide this notice to retirees who return to work or to employees who continue to work beyond normal retirement age, if the plan provides that benefits are suspended in these situations. Prudential provides a sample notice to clients who elect the Plan Document Service. This notice may be provided via hand delivery or first class mail.	During the first calendar month or payroll period in which the plan suspends benefit payments.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB DC 403(b)	Written explanation of preretirement survivor annuity. Explanation must be provided by: <ul style="list-style-type: none"> ➤ Defined benefit plans, ➤ Money purchase pension plans (including target benefit plans), ➤ Profit sharing plans, to participants subject to survivor annuity requirements, ➤ 403(b) plans structured as money purchase plans, and ➤ 403(b) plans structured as profit sharing plans, to participants subject to survivor annuity requirements. 	Plan Sponsors must provide this information to participants and beneficiaries. This explanation must include descriptions of optional forms of benefit available, as well as information about the relative values of the optional forms, and an explanation of the relative financial effect of an election to waive the preretirement survivor annuity. Currently, this explanation cannot be provided electronically. This notice is not required for defined benefit plans that fully subsidize the cost of the qualified preretirement survivor annuity do not permit participants to waive the benefit or designate another beneficiary.	<p>Generally, this notice is due during the period beginning with the first day of the plan year in which the participant reaches age 32 and ending with the close of the plan year preceding the plan year in which the participant reaches age 35.</p> <p>If the individual becomes a participant after reaching age 35, it is due within one year after he becomes a participant.</p> <p>If the participant terminates employment before reaching age 35, the notice must be provided within one year of his separation of service.</p> <p>An election to waive the preretirement survivor annuity must be made within the period beginning on the first day of the plan year in which the participant attains age 35 and ending on the date of the participant's death.</p> <p>Plan sponsors of defined benefit plans should refer to the plan document for specific notice requirements.</p>

Participants & Beneficiaries (continued)

STATUS	PLAN			ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	403(b)	<p>Written explanation of joint and survivor annuity.</p> <p>Explanation must be provided by:</p> <ul style="list-style-type: none"> ➤ Defined benefit plans, ➤ Money purchase pension plans (including target benefit plans), ➤ Profit sharing plans, to participants subject to survivor annuity requirements, ➤ 403(b) plans structured as money purchase plans, and ➤ 403(b) plans structured as profit sharing plans, to participants subject to survivor annuity requirements. 	<p>Plan Sponsors must provide this information to participants.</p> <p>This explanation must include descriptions of optional forms of benefit available, as well as information about the relative values of the optional forms, and an explanation of the relative financial effect of an election to waive the joint and survivor annuity. Currently, this explanation cannot be provided electronically.</p>	<p>No less than 30 days and no more than 90 days before the annuity starting date.</p> <p>Participants may waive the 30-day waiting period. If a participant affirmatively elects a payment, a plan may allow the payment to be mailed, or begin, anytime more than seven days after the explanation is provided.</p>
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	403(b)	<p>Notice of domestic relations order pending qualifications.</p>	<p>Plan Sponsors must provide this notice to participants and alternate payees. The notice should be mailed to the addresses provided in the domestic relations order.</p>	<p>This is due:</p> <ul style="list-style-type: none"> (a) promptly upon receipt of domestic relations order, and (b) upon determination that the order is or is not qualified.
<input type="checkbox"/> Action Date: ____ / ____ / ____		DC	403(b)	<p>Notice to participant to obtain consent for payments of account balances that exceed \$5,000, or any lower cash-out threshold established by the plan, for participants who are not subject to the survivor annuity requirements.</p>	<p>Participant consent to a distribution is not valid unless the participant has received a general description of the material features, and an explanation of the relative values of the optional forms of benefit available under the plan. This notice may be provided using written or electronic means.</p>	<p>No less than 30 days and no more than 90 days before the date the distribution starts. Participants can waive the 30-day waiting period by electing a form of distribution provided:</p> <ul style="list-style-type: none"> (a) the participant is given at least 30 days after receiving the notice to make a decision, and (b) the plan administrator clearly lets the participant know he/she has at least 30 days in which to consent to the distribution.

Participants & Beneficiaries (continued)

STATUS	PLAN	ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB DC 403(b)	Notice explaining rollover, withholding and tax rules that apply to “eligible rollover distributions.”	<p>Plan Sponsors must provide this notice to participants and beneficiaries.</p> <p>For plans that were previously serviced by CIGNA, Prudential provides this notice to participants in defined contribution plans who request distributions through Prudential’s toll free voice response system, myCIGNA.com, the Distribution Education Center, or the Direct Service Option.</p> <p>For other plans, the notice is provided to participants in defined contribution plans through an enrollment kit, termination form, website, or Interactive Voice Response (IVR) recording.</p> <p>The January 2002 issue of Prudential’s Pension Analyst contains the most recent IRS safe harbor notice.</p>	<p>No less than 30 days and no more than 90 days before the distribution date. Participants can waive the 30-day waiting period if:</p> <ul style="list-style-type: none"> (a) the participant is given at least 30 days after receiving the notice to make a decision to directly roll over the payment, and (b) the plan administrator clearly lets the participant know that he/she has at least 30 days in which to make a decision, and (c) the participant’s spouse does not have to consent to the distribution.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB DC 403(b)	Notice of right to elect not to have federal income tax withheld from distributions other than “eligible rollover distributions.”	<p>Plan Sponsors must provide this notice to participants and beneficiaries taking distributions.</p> <p>Prudential provides this notice to participants in defined contribution plans on the disbursement form.</p>	<p>Periodic payment: no earlier than six months before and no later than with the first payment. Notice must thereafter be given of the right to make or revoke an existing election once each calendar year at approximately the same time.</p> <p>Nonperiodic payment: no earlier than six months before the distribution but within reasonable time for payee to make decision and notify payer of election choice before distribution is made.</p> <p>Note: U.S. citizens living abroad with no permanent resident address in the U.S. cannot elect out of federal tax withholding. Special rules may apply to nonresident aliens.</p>
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	Notice of right to supply actual earnings history under plans using estimated wages to determine social security offset in benefit formula.	<p>Plan Sponsors must provide this notice to participants, if applicable.</p>	<p>This is due:</p> <ul style="list-style-type: none"> (a) with Summary Plan Description, and (b) upon separation from service.

Participants & Beneficiaries (continued)

STATUS	PLAN	ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ___ / ___ / ___	DB	Notice to participants in certain underfunded plans.	Plan Administrators must provide a notice to plan participants and beneficiaries about the plan's funding status and the limits on PBGC's guarantee. Prudential can provide fee-based consulting assistance upon request.	The notice for a plan year is due no later than two months after the deadline, including extensions (if applicable), for filing the annual report (Form 5500 series) for the prior plan year.
<input type="checkbox"/> Action Date: ___ / ___ / ___	DB DC 403(b)	Latest annual report (Form 5500)	Plan Sponsors must provide this report to participants upon request. Prudential prepares this report for clients who elect the Signature Ready Form 5500 Service.	Within 30 days after participant's written request. ERISA imposes a penalty of up to \$110 per day for failure to provide requested information.
<input type="checkbox"/> Action Date: ___ / ___ / ___	DB DC 403(b)	Plan Documents (e.g. plan documents, bargaining agreements, trust documents, contracts).	Plan Sponsors must provide a copy of the Plan Documents to participants upon request. Prudential prepares plan documents for clients who elect the Plan Document Service.	Within 30 days after participant's written request. ERISA imposes a penalty of up to \$110 per day for failure to provide requested information.
<input type="checkbox"/> Action Date: ___ / ___ / ___	DC 403(b)	Sarbanes-Oxley Black-Out Notice	Plan administrators must notify participants and beneficiaries (and employers, if publicly-traded company stock is involved) when they will be temporarily suspended or restricted from directing investments or obtaining plan loans or distributions for a period of more than 3 consecutive business days. Prudential provides a sample notice, upon request.	At least 30 days but no more than 60 calendar days before the last day that participants and beneficiaries can exercise the affected rights before the black-out period.
<input type="checkbox"/> Action Date: ___ / ___ / ___	DC	Sarbanes-Oxley Insider Trading Notice	Employers must notify directors and executive officers of a black-out period that restricts direct or indirect trading of employer stock. A March 2003 issue of Prudential's Pension Analyst discusses the final black-out period notice rules.	No later than 5 business days after receiving the Sarbanes-Oxley Black-Out Notice or, if no Black-Out Notice is received, at least 15 calendar days before the actual or expected beginning date of the black-out period.

Participants & Beneficiaries (continued)

STATUS	PLAN	ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DC 403(b)	ERISA 404(c) Disclosure (If Applicable)	Much of the disclosure information is in materials that are already available to you and to your participants (e.g., the SPD.) A December 2002 issue of <i>Prudential's Pension Analyst</i> titled "Department of Labor Requirements for Participant-Directed Investments," summarizes the DOL section 404(c) regulations and describes the participant disclosure rules that must be satisfied to obtain 404(c) protection.	The 404(c) participant directed investment rules are voluntary; compliance is not required.
	DC 403(b)	(1) An explanation that the plan is intended to be a section 404(c) plan and that plan fiduciaries may be relieved of liability for any losses resulting from participant direction.	Plan Sponsors must provide this information to participants. Items (1) through (9) are mandatory for compliance with ERISA 404(c) Disclosure. Much of this disclosure information is available in materials and services that Prudential Retirement offers. Please contact your Prudential Retirement Representative for more details.	Before the time permitted for giving investment instructions or making voting decisions, and in sufficient time to make informed investment and voting decisions. Any subsequent material changes in the information must be furnished in sufficient time to enable participants to review before making an investment decision.
	DC 403(b)	(2) A description of the investment alternatives that are available under the plan, including their investment objectives, and risk and return characteristics. In the case of look-through investments, the description must include the investment objectives and risk and return characteristics of the assets making up the underlying portfolios.	See item (1) under ERISA 404(c) Disclosure.	See item (1) under ERISA 404(c) Disclosure.
	DC 403(b)	(3) Identification of designated investment managers, if any.	See item (1) under ERISA 404(c) Disclosure.	See item (1) under ERISA 404(c) Disclosure.

Participants & Beneficiaries (continued)

STATUS	PLAN	ITEM	ACTION/SUPPORT	WHEN DUE
	DC 403(b)	(4) An explanation of the circumstances under which participants may give investment instructions and an explanation of any limitations on such instructions.	See item (1) under ERISA 404(c) Disclosure.	See item (1) under ERISA 404(c) Disclosure.
	DC 403(b)	(5) A description of any transaction fees associated with the purchase, sale or transfer of an interest in an investment that affects the participant's account balance (e.g., a sales load).	See item (1) under ERISA 404(c) Disclosure.	See item (1) under ERISA 404(c) Disclosure.
	DC 403(b)	(6) Identification of the plan fiduciary or person designated by the plan fiduciary who is responsible for providing disclosure information upon request and a description of the information available upon request.	See item (1) under ERISA 404(c) Disclosure.	See item (1) under ERISA 404(c) Disclosure.
	DC 403(b)	(7) If a plan offers registered securities as an investment, a copy of the most recent prospectus.	See item (1) under ERISA 404(c) Disclosure.	See item (1) under ERISA 404(c) Disclosure.
	DC 403(b)	(8) If a plan offers employer securities as an investment, a description of the confidentiality procedures and identification of the plan fiduciary who is responsible for monitoring compliance with those procedures.	See item (1) under ERISA 404(c) Disclosure.	See item (1) under ERISA 404(c) Disclosure.

Participants & Beneficiaries (continued)

STATUS	PLAN	ITEM	ACTION/SUPPORT	WHEN DUE
	DC 403(b)	(9) A description of any voting rights that are passed through to participants and beneficiaries.	See item (1) under ERISA 404(c) Disclosure.	See item (1) under ERISA 404(c) Disclosure.
	DC 403(b)	(10) A description of the annual operating expenses of each investment.	Plan Sponsors must provide this information to participants, upon request. Much of this disclosure information is available in materials and services that Prudential Retirement offers. Please contact your Prudential Representative for more details.	Upon request.
	DC 403(b)	(11) Copies of any investment materials provided to the plan.	See item (10) under ERISA 404(c) Disclosure.	See item (10) under ERISA 404(c) Disclosure.
	DC 403(b)	(12) A list of assets comprising the portfolio of the investment categories that constitute plan assets, along with other investment-specific information.	See item (10) under ERISA 404(c) Disclosure.	See item (10) under ERISA 404(c) Disclosure.
	DC 403(b)	(13) Information on the value of shares or units in an investment, as well as the past and current investment performance determined on a reasonable and consistent basis.	See item (10) under ERISA 404(c) Disclosure.	See item (10) under ERISA 404(c) Disclosure.
	DC 403(b)	(14) Information on the value of a participant's interest in the investment.	See item (10) under ERISA 404(c) Disclosure.	See item (10) under ERISA 404(c) Disclosure.

Internal Revenue Service

STATUS	PLAN			ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	403(b)	Form 1099-R to report distributions, including direct rollovers, from qualified plans and 403(b) plans.	Prudential files Forms 1099-R with the IRS for plans whose Plan Sponsors have elected to use benefit payment services.	February 28 of the year following the calendar year in which the distribution was made. If filing electronically, the due date is March 31 of the year following the year in which the distribution was made. A 30-day extension to either filing deadline may be requested by filing Form 8809 by the applicable filing due date.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	403(b)	Form 945 to report income tax withheld from distributions made from qualified plans and 403(b) plans.	Prudential files Form 945 with the IRS for plans whose Plan Sponsors have elected to use benefit payment services.	January 31 of the year following the calendar year in which the distributions were made. This filing deadline can be extended by 10 days if tax payments were made on time and in full.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	403(b)	Form 1042-S to report distributions made to certain nonresident aliens.	Prudential files Forms 1042-S with the IRS for plans whose Plan Sponsors have elected to use benefit payment services.	March 15 of the year following the calendar year in which the distribution was made. A 30-day extension may be requested by filing Form 8809 by this due date.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	403(b)	Form 1042 to report income tax withheld from distributions made to certain nonresident aliens.	Prudential files Form 1042 with the IRS.	March 15 of the year following the calendar year in which the distribution was made. The filing deadline can be extended up to 90 days by filing Form 2758. However, filing of Form 2758 does not extend the time for the payment of income tax.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	403(b)	Form 5558 - Application for Extension of Time To File Certain Employee Plan Returns.	Plan Sponsors must file this form with the IRS to apply for an extension of the filing deadline for Form 5500 or Form 5330. If requesting extension of Form 5330 filing deadline, estimated taxes must be paid with submission of Form 5558. Upon request, Prudential will assist plan sponsors with completing this form.	In enough time for the IRS to consider and act on it before the return's regular due date (not including extensions). Approval of the 2½ -month extension for filing Form 5500 is automatic if a properly completed and signed Form 5558 is filed before the Form 5500 due date.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC		Application for a Waiver of the Minimum Funding Standard, by ➤ a defined benefit plan, or ➤ a money purchase pension plan (including a target benefit plan).	Plan Sponsors who fail to meet the minimum funding requirements of the plan may request a waiver from the IRS. Multiemployer plans may request a waiver if they have incurred a substantial business hardship.	No later than the 15th day of the 3rd month following the close of the plan year for which the waiver is requested. For multiemployer plans, no later than the close of the plan year following the plan year for which the waiver is requested.

Internal Revenue Service (continued)

STATUS	PLAN	ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB DC	Form 5308 - Request for Change in Plan/Trust Year.	Plan Sponsors must file these forms with the IRS.	On or before the last day of the close of the short period required to make the change. Note: Approval is automatic for defined benefit plans that meet all seven criteria listed on the form. Approval is automatic for money purchase plans, including target benefit plans, that meet all six criteria listed on the form. In these situations, the form need not be filed. Profit-sharing plans, and certain other plans including discretionary contribution plans, need not file a request for approval to change their plan year.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB DC	Forms 5310/6088/8717 filed for plans, other than multiemployer plans covered by PBGC insurance, to apply for a final determination letter upon plan termination.	Plan Sponsors must file these forms with the IRS. Submission must be made on the original scannable form (no photocopies or black and white versions accepted).	No prescribed time limit. Determination should be obtained before liquidation of trust or distribution of benefits to participants. For a defined contribution plan, Form 6088 is only required if the plan is underfunded. Note: For defined benefit plans, we recommend filing these forms at the same time as filing Form 500 with the PBGC (i.e., within 180 days after the proposed termination date).
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB DC	Form 5310-A filed for plans, other than multiemployer plans covered by PBGC insurance, to give notice of merger, consolidation or transfer of plan assets or liabilities to another plan.	Plan Sponsors must file this form with the IRS. Prudential can provide defined benefit Plan Sponsors with information to complete the form, for a fee.	No less than 30 days before the plan event. Filing is not necessary in certain situations defined by IRS regulations.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB DC	Form 5310-A filed to give notice of Qualified Separate Lines of Business (QSLOB).	Plan Sponsors must file this form with the IRS. Plan Sponsors must provide information about the QSLOB, the employer's plan and employees assigned to the QSLOB.	Plan sponsors must file on or before the later of: a) October 15 of the year following the calendar testing year, or b) The 15th day of the tenth month after the end of the plan year of the plan of the employer that begins earliest in the calendar testing year.

Internal Revenue Service (continued)

STATUS	PLAN			ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	403(b)	Form 5330 to report excise taxes related to employee benefit plans.	Plan Sponsors must file this form with the IRS.	Generally within seven months after the end of the tax year, but due date varies depending on specific excise tax incurred (e.g., the last day of the 15th month after the close of the plan year to which excess contributions or excess aggregate contributions relate). Form 5558 may be filed to request an extension of up to 6 months.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC		Advance Determinations: (1) Form 5300 filed to request a determination letter for qualification of an individually-designed plan and the exempt status of any related trust.	Plan Sponsors must file this form with the IRS. Prudential prepares a completed form for defined benefit clients who elect the Plan Document Service. If applicable, Prudential provides either a completed form or an instructional package for defined contribution clients who elect the Plan Document Service. Plan Sponsors must complete and file Form 5300 with the IRS to obtain a determination on a partial plan termination.	Before the end of the Remedial Amendment Period applicable to disqualifying provisions, as defined by regulations. Receipt of an advance determination letter allows an employer to make contributions to the retirement plan with the knowledge that its deductions for those contributions will most likely be allowed if the IRS audits its tax returns.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC		(2) Form 5307 filed by an adopter of a master or prototype plan or volume submitter plan to request a determination letter. (Also available for certain pre-approved, single employer, collectively bargained plans.)	See item (1) under Advance Determination.	See item (1) under Advance Determination. Note: Adopters of a master or prototype plan or a volume submitter plan may not be required to file this form if certain requirements are met. These plans may be able to rely on the opinion or advisory letter issued to the sponsor of the master or prototype plan or volume submitter plan. The August 2001 issue of <i>Prudential's Pension Analyst</i> contains details of this process.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC		(3) Form 6406 filed to request a determination letter for a minor amendment of employee benefit plan.	See item (1) under Advance Determination.	See item (1) under Advance Determinations.

Internal Revenue Service (continued)

STATUS	PLAN		ITEM	ACTION/SUPPORT	WHEN DUE
Action Date: ___ / ___ / ___	DB	DC	(4) Form 8717 (User Fee to be attached to determination letter filing).	Plan Sponsors must file this form, along with the appropriate Form 5300 series form or Form 6406, with the IRS.	See item (1) under Advance Determinations.
	DB	DC	(5) Schedule Q (Form 5300) relates to manner in which plan satisfies certain nondiscrimination requirements.	Plan Sponsors may file this form with Forms 5300, 5307, and 5310.	Even though the filing of this Schedule is not mandatory, plan sponsors may choose to submit it with the Form 5300 series to broaden the scope of a determination letter.
		DC 403(b)*	Correction of Excesses: (1) Excess Deferrals ➤ For 2004: \$13,000 ➤ For 2005: \$14,000	Plan Sponsors must monitor the deferral limit. In certain situations, Plan Sponsors must provide Prudential with direction to distribute excess deferrals. In other situations, Prudential will automatically distribute excess deferrals. If permitted by the plan, catch-up eligible participants may have excess deferrals reclassified as catch-up contributions up to the limit for the specified year.	Calendar-year test period - must distribute no later than April 15 of calendar year following the year in which excess deferrals occurred.

* Under a 403(b) plan, certain employees of an eligible organization may make additional deferrals under a 15-year catch-up option.

Internal Revenue Service (continued)

STATUS	PLAN	ITEM	ACTION/SUPPORT	WHEN DUE
Action Date: ___ / ___ / ___	DC	(2) Excess Contributions (401(k) ADP)	Plan Sponsors must test participants' contributions (excluding catch-up contributions) and make the appropriate corrections for all excess contributions. Prudential can perform the tests for clients who elect Compliance Testing Services. In certain situations, Plan Sponsors must direct Prudential to take corrective action. In other situations, Prudential will automatically take corrective action.	<p>Plan-year test period - distribution must occur within one year following end of plan year. A plan may correct these excess contributions by making corrective distributions of the excess contributions and related earnings. If this is done within 2½ months after the end of the plan year, the plan sponsor will avoid paying a 10% excise tax to the IRS on the amount of the excess contributions. However, when paid more than 2½ months after the end of the plan year, the distributions are taxable to the participant in the year paid out and income tax withholding may be required. Note that excess contributions can be recharacterized as after-tax contributions only during the period 2½ months following end of given plan year. Plan sponsors may make Qualified Nonelective Contributions (QNECs) or Qualified Matching Contributions (QMACs). However, it is virtually impossible to use these corrective contributions when the prior year NHCE ADP is used.</p> <p>Note: Plans that allow for catch-up contributions must reclassify portions of the excess as catch-up contributions for eligible employees.</p>

Internal Revenue Service (continued)

STATUS	PLAN	ITEM	ACTION/SUPPORT	WHEN DUE
Action Date: ___ / ___ / ___	DC 403(b)	(3) Excess Aggregate Contributions (401(m) ACP).	Plan Sponsors must test employer matching and participants' after-tax contributions and make the appropriate corrections for all excess contributions. Prudential can perform the tests for clients who elect Compliance Testing Services. In certain situations, Plan Sponsors must direct Prudential to take corrective action. In other situations, Prudential will automatically take corrective action.	Plan-year test period - distribution (forfeiture of nonvested matching contributions) must occur within one year following end of plan year. A plan may correct these excess aggregate contributions by making corrective distributions of the excess amounts and related earnings. If this is done within 2½ months after the end of the plan year, the plan sponsor will avoid paying a 10% excise tax to the IRS on the amount of the excess aggregate contributions. However when paid more than 2½ months after the end of the plan year, the distributions are taxable to the participant in the year paid out and income tax withholding may be required. Plan sponsors may make Qualified Nonelective Contributions (QNECs) or Qualified Matching Contributions (QMACs). However, it is virtually impossible to use these corrective contributions when the prior year NHCE ACP is used.
Action Date: ___ / ___ / ___	DC 403(b)	(4) Excess Annual Additions - (the lesser of: 100% of Compensation or \$42,000).	Plan Sponsors must monitor Code section 415 Limits. In certain situations, Plan Sponsors must direct Prudential to take corrective action. In other situations, Prudential will automatically take corrective action.	Limitation year test period. Correction methods may include refunding to participants, or removing from participants' accounts and using as contribution credit. Corrections should be completed as soon as possible.

Department of Labor

STATUS	PLAN			ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	403(b)	Annual Return/Report* (1) Form 5500 is filed for plans with more than one participant and some one-participant plans. Only Parts I and II, Lines 1 through 5 and 8 need to be completed for a 403(b) plan.	Plan sponsors are responsible for all appropriate filings for their Plans. Submission may be made by mail, commercial delivery service, hand delivery or electronic transmission. Prudential provides certain Plan Sponsors with information to assist them with the completion of the forms, attachments, and schedules. Prudential provides other sponsors with a Signature Ready Form 5500 Service, which includes a completed Form 5500 and the required attachments, along with associated schedules.	Last day of the seventh month after the end of the plan year. A 2½ -month extension may be requested by filing Form 5558 with the IRS before the date the Form 5500 is due. This extension is automatic for all properly completed and signed Forms 5558 filed before the due date for the Form 5500. If a sponsor has a single-employer plan, the above due date is automatically extended if: (a) The plan year is the same as the sponsor's tax year, and (b) the extension granted for tax return purposes covers a period beyond the due date of the annual report.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	403(b)	(2) Form 5500-EZ is filed for one-participant pension benefit plans. It may also be used by certain partnership plans.	See item (1) under Annual Return/Report.	See item (1) under Annual Return/Report.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	403(b)	(3) Schedule A - Insurance Information	See item (1) under Annual Return/Report.	See item (1) under Annual Return/Report.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	403(b)	(4) Schedule B - Actuarial Information Schedule B is filed by all defined benefit plans. It is also filed by money purchase pension plans, including target benefit plans, with waived funding deficiencies that are being amortized in the current plan year.	See item (1) under Annual Return/Report. Enrolled actuary must prepare and sign Schedule B. Plan Administrator or employer must file form. Prudential provides Schedule B information for defined benefit clients who have elected the Actuarial Valuation Service.	See item (1) under Annual Return/Report.

* The Form 5500 series Return/ Report include information required by the Internal Revenue Service (IRS), Department of Labor (DOL) and Pension Benefit Guaranty Corporation (PBGC) but is filed only with the DOL.

Department of Labor (continued)

STATUS	PLAN		ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	(5) Schedule C - Service Provider Information	See item (1) under Annual Return/Report.	See item (1) under Annual Return/Report.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	(6) Schedule D - DFE/ Participating Plan Information (contains pooled investment arrangement information)	See item (1) under Annual Return/Report. Prudential provides the pooled separate account information necessary to complete Schedule D for clients who do not use Prudential's Signature Ready Form 5500 Service.	See item (1) under Annual Return/Report.
<input type="checkbox"/> Action Date: ____ / ____ / ____		DC	(7) Schedule E - ESOP Annual Information	See item (1) under Annual Return/Report	See item (1) under Annual Return/Report
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	(8) Schedule G - Financial Transaction Schedules	See item (1) under Annual Return/Report	See item (1) under Annual Return/Report
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	(9) Schedule H - Large Plan Financial Information A Large Plan is a plan covering 100 or more participants, as determined at the beginning of the plan year. If the plan had 80 – 120 participants at the beginning of the plan year, it may be classified the same (i.e., Small or Large) as the previous year.	See item (1) under Annual Return/Report	See item (1) under Annual Return/Report

Department of Labor (continued)

STATUS	PLAN		ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	(10) Schedule I - Small Plan Financial Information A Small Plan is a plan covering fewer than 100 participants, as determined at the beginning of the plan year. If the plan had 80 – 120 participants at the beginning of the plan year, it may be classified the same (i.e., Small or Large) as the previous year.	See item (1) under Annual Return/Report	See item (1) under Annual Return/Report
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	(11) Schedule P - Annual Return of Fiduciary of Employee Benefit Trust	See item (1) under Annual Return/Report	See item (1) under Annual Return/Report
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	(12) Schedule R - Retirement Plan Information (contains distribution, funding, and certain amendment information) Schedule R is filed by all defined benefit plans and by all money purchase pension plans, including target benefit plans. It is also filed by all other defined contribution plans that have distributed benefits during the plan year.	See item (1) under Annual Return/Report	See item (1) under Annual Return/Report
<input type="checkbox"/> Action Date: ____ / ____ / ____		DC	(13) Schedule SSA - Annual Registration Statement Identifying Separated Participants with Deferred Vested Benefits	See item (1) under Annual Return/Report.	See item (1) under Annual Return/Report.

Department of Labor (continued)

STATUS	PLAN			ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC		(14) Schedule T - Qualified Pension Plan Coverage Information	See item (1) under Annual Return/Report. Not needed if plan is permitted to rely on coverage testing information for prior year.	See item (1) under Annual Return/Report.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	403(b)	Summary Plan Description (SPD) or booklet filing.	Within 30 days of request by the Department of Labor, Plan Sponsors must file the SPD with the Department of Labor. Please refer to the SPD item under “Participants and Beneficiaries” for more information. Note: Penalty imposed if not provided timely.	Upon request.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	DC	403(b)	Summary description of Material Modifications (SMM) to plan filing.	Within 30 days of request by the Department of Labor, Plan Sponsors must file the SMM with the Department of Labor. Please refer to the SMM item under “Participants and Beneficiaries” for more information. Note: Penalty imposed if not provided timely.	Upon request.

Pension Benefit Guaranty Corporation

STATUS	PLAN	ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	Premium Filings: (1) PBGC Form 1-ES - Estimated Premium Payment (flat rate premiums for plans with 500 or more participants).	Plan Sponsors must prepare and file this form with the PBGC. Prudential can provide fee-based consulting assistance upon request.	By the last day of the second full calendar month in the premium payment year.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(2) PBGC Form 1 - Annual Premium Payment (flat rate premiums for plans with fewer than 500 participants, variable rate premiums and estimated reconciliations for those who filed PBGC Form 1-ES).	Plan Sponsors must prepare and file this form with the PBGC. Prudential can provide fee-based consulting assistance upon request.	By fifteenth day of the ninth full calendar month following the month in which the plan year began (e.g., October 15, 2005, for plan year beginning January 1, 2005).
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(3) Schedule A - Single Employer Plan Variable Rate Portion of Premium.	Plan Sponsors must review and file Schedule A with the PBGC. Prudential prepares this schedule for clients who elect the Actuarial Valuation Service.	Same as PBGC Form 1.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(4) PBGC Form 1-EZ (flat rate premiums for plans that are exempt from the variable rate premium).	Plan Sponsors must prepare and file this form with the PBGC. Prudential can provide fee-based consulting assistance upon request.	Same as PBGC Form 1.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	PBGC Form 10 – Post-Event Notice of Reportable Events: (1) Reduction in number of active participants to less than 80% of number of active participants at beginning of plan year or 75% of number of active participants at beginning of prior plan year	Plan sponsors must file this form with the PBGC. Submission may be made by mail, commercial delivery service, hand delivery or electronic transmission.	Generally, within 30 days after knowledge of the event, if present value of unfunded vested benefits equals or exceeds \$1,000,000. Note: These rules apply only to single-employer plans. Reporting may be waived or reporting deadline may be extended in certain situations.

Pension Benefit Guaranty Corporation (continued)

STATUS	PLAN	ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(2) Failure to make required minimum funding payment by due date.	See item (1) under PBGC Form 10.	Generally, within 30 days after knowledge of the event. Note: Reporting is waived if the required minimum funding payment is made by the 30th day after its due date. If a Form 200 has been filed with respect to the same missed payment, the Form 200 filing satisfies this reporting requirement. Special rules apply to small plans.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(3) Inability of plan to pay benefits when due.	See item (1) under PBGC Form 10.	Generally, within 30 days after knowledge of the event. Note: Reporting may be waived in certain situations.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(4) Distribution of \$10,000 or more to a substantial owner, causing plan to have unfunded vested benefits.	See item (1) under PBGC Form 10.	Generally, within 30 days after knowledge of the event. Note: Reporting may be waived if total distributions made to the owner during a 12-month period do not exceed the applicable \$415 limit. Other reporting waivers may apply. Reporting deadline may be extended.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(5) Transfer, during a 12-month period, of 3% or more of total benefit liabilities from the plan or any other plan maintained by a member of the plan sponsor's controlled group to a person or plan maintained by a person that is not a member of the transferor's controlled group.	See item (1) under PBGC Form 10. Only the administrator and contributing sponsor of the transferor plan are required to file a reportable event notice.	Generally, within 30 days after knowledge of the event. Note: Reporting may be waived in certain situations.

Pension Benefit Guaranty Corporation (continued)

STATUS	PLAN	ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(6) Transaction resulting in one or more entities ceasing to be members of the plan sponsor's controlled group (e.g., controlled group break up, change in contributing plan sponsor, merger or consolidation within the controlled group.)	See item (1) under PBGC Form 10.	Generally, within 30 days after knowledge of the event. Note: Reporting may be waived in certain situations. Reporting deadline may be extended.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(7) Liquidation or dissolution of any member of plan sponsor's controlled group, under federal bankruptcy laws or any similar federal, state or local law.	See item (1) under PBGC Form 10.	Generally, within 30 days after knowledge of the event. Note: Reporting may be waived in certain situations. Reporting deadline may be extended.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(8) Declaration of extraordinary dividend or stock redemption by any member of the plan sponsor's controlled group.	See item (1) under PBGC Form 10.	Generally, within 30 days after knowledge of the event. Note: Reporting may be waived in certain situations. Reporting deadline may be extended.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(9) Application for minimum funding waiver is submitted for the plan.	See item (1) under PBGC Form 10.	Generally, within 30 days after knowledge of the event.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(10) Default on loan with an outstanding balance of \$10 million or more by any member of plan sponsor's controlled group.	See item (1) under PBGC Form 10.	Generally, within 30 days after the person required to report knows or has reason to know of the default. Note: Reporting is waived if payment is made within 30 days after the due date. Other reporting waivers may apply. Reporting deadline may be extended.

Pension Benefit Guaranty Corporation (continued)

STATUS	PLAN	ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(11) Bankruptcy or insolvency of plan sponsor or any member of its controlled group.	See item (1) under PBGC Form 10.	Generally, within 30 days after knowledge of the event. Note: Reporting is waived if affected controlled group member is a foreign entity other than a foreign parent. Reporting deadline may be extended until 30 days after a person required to notify PBGC has actual knowledge of the reportable event, if the controlled group member is not a contributing sponsor.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	PBGC Form 10-Advance – Advance Notice of Reportable Events: (1) Transaction resulting in one or more entities ceasing to be members of the plan sponsor's controlled group (e.g., controlled group break up, change in contributing plan sponsor, merger or consolidation within the controlled group.)	Plan sponsors must file this form with the PBGC. Submission may be made by mail, commercial delivery service, hand delivery or electronic transmission.	Generally, no later than 30 days before the effective date of the event. Note: Reporting may be waived in certain situations.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(2) Liquidation or dissolution of any member of plan sponsor's controlled group, under federal bankruptcy laws or any similar federal, state or local law.	See item (1) under PBGC Form 10-Advance.	Generally, no later than 30 days before the effective date of the event. Note: Reporting may be waived in certain situations.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(3) Declaration of extraordinary dividend or stock redemption by any member of the plan sponsor's controlled group.	See item (1) under PBGC Form 10-Advance.	Generally, no later than 30 days before the effective date of the event. Note: Reporting may be waived in certain situations

Pension Benefit Guaranty Corporation (continued)

STATUS	PLAN	ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(4) Transfer, during a 12-month period, of 3% or more of total benefit liabilities from the plan or any other plan maintained by a member of the plan sponsor's controlled group to a person or plan maintained by a person that is not a member of the transferor's controlled group.	See item (1) under PBGC Form 10-Advance.	Generally, no later than 30 days before the effective date of the event. Note: Reporting is waived for complete plan transfers and transfers involving fully-funded plans. Reporting may be waived in certain other situations.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(5) Application for minimum funding waiver is submitted for the plan.	See item (1) under PBGC Form 10-Advance.	Within 10 days after the reportable event has occurred.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(6) Default on loan with an outstanding balance of \$10 million or more by any member of plan sponsor's controlled group.	See item (1) under PBGC Form 10-Advance.	This reporting deadline is extended to the later of: (a) 10 days after the default occurs, or (b) one day after ➤ the applicable cure period provided in the loan agreement, ➤ the date the loan was accelerated, or ➤ the date the debtor receives written notice of the default. Reporting is waived if the default is cured or waived by the lender within 10 days.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(7) Bankruptcy or insolvency of plan sponsor or any member of its controlled group.	See item (1) under PBGC Form 10-Advance.	Within 10 days after the reportable event has occurred.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	Report of withdrawal of substantial employer from single employer plan with at least two contributing sponsors that are not members of the same controlled group (contains a request for determining withdrawing employer's liability.)	Plan Sponsors are responsible for reporting this information to the PBGC.	Within 60 days after event.

Pension Benefit Guaranty Corporation (continued)

STATUS	PLAN	ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	Report of facility shutdown causing separation from service of more than 20% of participants. (Describe nature and details of closing.)	Plan Sponsors are responsible for reporting this information to the PBGC.	Within 60 days after event.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	Annual Financial and Actuarial Information Reporting	Actuarial and financial information for controlled groups must be submitted where: unfunded vested benefits of all plans maintained by the group exceed \$50 million, a plan's minimum funding waivers exceed \$1 million, or the group is subject to a lien for missed contributions to a plan (if not paid within 10 days).	No later than 105 days after the close of the filer's information year. An extension is possible for certain required actuarial information until 15 days after the Form 5500 filing deadline.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	Notice of intent to terminate plan Standard termination: (1) Form 500 - Standard Termination Notice, Schedule EA-S Certification of Sufficiency and Schedule REP-S Designation of Representative (if applicable.)	Plan Sponsors must file this form with the PBGC.	Within 180 days after proposed termination date. Note: To qualify for an extended distribution deadline, the Form 500 should be filed with the PBGC at the same time or after the plan administrator submits a request to the IRS for a determination letter.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(2) Form 501 & Schedule MP-Post-Distribution Certification for Standard Terminations and Missing Participant Information.	Plan Sponsors must file this form with the PBGC.	Within 30 days of completion of all distributions. However, there is no penalty for late filing if the certification is filed within 90 days after the distribution.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(3) List of annuity providers.	Plan Sponsors must file this form with the PBGC.	If information is not available when notice of intent to terminate plan is filed, a supplemental notice must be sent no later than 45 days before date of distribution. Plan administrators must also inform participants about state guarantees on their benefits if the annuity provider had financial problems.

Pension Benefit Guaranty Corporation (continued)

STATUS	PLAN	ITEM	ACTION/SUPPORT	WHEN DUE
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	Distress Termination: (1) Form 600 - Distress Termination Notice of Intent to Terminate and Schedule REP-D Designation of Representative (if applicable.)	Plan Sponsors must file Form 601 and Schedule EA-D with the PBGC.	At least 60 days, but not more than 90 days, before proposed termination date. This form may not be filed before the notice of intent to terminate is issued to affected participants.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(2) Notice of Request to Bankruptcy Court to Approve Termination	Plan sponsors must notify the PBGC of requests made to Bankruptcy Court to approve plan termination based on reorganization test.	At the same time the request is submitted to the Bankruptcy Court.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(3) Form 601 - Distress Termination Notice and Schedule EA-D Distress Termination Enrolled Actuary Certification.	Plan Sponsors must file this form with the PBGC.	Within 120 days after proposed termination date.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	(4) Form 602 & Schedule MP - Post-Distribution Certification and Missing Participant Information.	Plan Sponsors must complete and file the form.	Within 30 days after distribution of assets is completed. The PBGC may assess a penalty of up to \$1100 per day for failure to provide this information. However, there is no penalty for late filing if the certification is filed within 90 days after all plan benefits are distributed.
<input type="checkbox"/> Action Date: ____ / ____ / ____	DB	Form 200 - Notification of failure to make contribution to a single-employer plan covered by ERISA when unpaid pension payments, including interest, exceed \$1 million.	Plan Sponsors must file this form with the PBGC. Submission may be made by mail, commercial delivery service, hand delivery or electronic transmission.	Within 10 days of missed payment.

Notes

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Pension Analyst by Prudential Retirement

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Compliance Checklist 2005

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