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### COMPLIANCE CALENDAR

#### Sponsor Tasks

The Spring brings several deadlines. Please [click here](#) to view deadlines that may be applicable to your plan.

### FEEDBACK

Our main goal is to provide you with the information you need. Please send your feedback and suggestions to [sponsorconnect@transamerica.com](mailto:sponsorconnect@transamerica.com).

Welcome to the February edition of Transamerica Retirement Services<sup>1</sup> *Sponsor E-News*. With the new year in full swing and tax season just around the corner, now is the perfect time to make sure your plan is up-to-date. And Transamerica is here to help you do just that.

Why not start by ensuring that your plan contact information is correct? Did you know that you can update contact names, addresses, phone numbers and more all online?

While you are visiting [www.TA-Retirement.com](http://www.TA-Retirement.com), you can also access our comprehensive Investment Scorecards to help make sure your plan's investment selection remains on the right track to meet your plan's goals and standards.

This month's Market Insight brings some positive news for investors. The February Market Update from Wells Fargo/Evergreen Investments indicates that the cyclical economic recovery appears to be gaining momentum. And Oppenheimer Funds shows that historically after 10 past U.S. recessions, the S&P 500 Index has rallied in the 12 months immediately after a recession in all but one instance.

And, of course, regulatory agencies such as the U.S. Department of Labor (DOL) and the Internal Revenue Service (IRS) are continually updating information that affects your plan. Find out all you need to know about the new deferral remittance requirements, as well as revisions to Form 5500 filings and Schedule C in our Legislative/Compliance area.

Finally, as mentioned in last months' Sponsor E-News, the U.S. Department of Labor (DOL) is requiring that all future Form 5500 filings be completed electronically. We've included a reminder of the important information you will need to know to utilize the electronic filing process.

We are hopeful that our information and accessible resources will help you to stay up-to-date, on track, and on top of your plan, not just with ease, but with confidence as well.



Compliments of  
Sponsor Connect  
(866) 498-4557

## E-Services at Your Fingertips: Updating Plan Contact Information

At Transamerica, we want to help you manage your plan more easily and efficiently. To that end, each month we are highlighting an online service available on our Web site at [www.TA-Retirement.com](http://www.TA-Retirement.com). This month features a "how to" on updating plan contacts and other information pertaining to plan contacts. You can go online to easily update information such as contact names, contact and company addresses, phone numbers, e-mail addresses, and other important plan information.



Here's how. To access the online plan contact information feature, just follow these simple steps after you login to [www.TA-Retirement.com](http://www.TA-Retirement.com):

1. Click "Plan Information"
2. Click "Plan Contacts"
3. Click the "Update" button
4. Under "Contact Information to Change," select the appropriate option and follow the prompts to update your information
5. Once the update is confirmed you will receive a confirmation e-mail

Enabling you to update plan contact information online is one more way that Transamerica is helping to ease your day-to-day administrative duties and save more of your valuable time.

If you have additional questions regarding this, or any of our online features, please contact us at (866) 498-4557 and we'll be happy to help assist you.

## Let TIM's Investment Scorecards Help Keep Your Plan on Track

One of the most valuable components of the Transamerica Investment Monitor (TIM),\* our proprietary investment selection and monitoring process, is the Investment Scorecards. These Investment Scorecards — the result of TIM's intensive, quarterly review of each of our investment choices — are designed to help you more easily and confidently monitor your plan's investment line-up. Our Investment Scorecard methodology employs in-depth qualitative and quantitative analyses to help you evaluate each investment choice on an ongoing basis to determine if its goals are still appropriate for your plan and your participants.



To access an online copy of the Investment Scorecard, simply login to [www.TA-Retirement.com](http://www.TA-Retirement.com), select "Plan Investments," then "Investment Scorecard" and the time period you wish to view. Find out how easy it is to stay on top of your plan's investments, when you get a little help from TIM.

\*The Transamerica Investment Monitor Methodology is Transamerica Retirement Services' ("Transamerica") proprietary rating methodology. Transamerica reserves the right to modify, eliminate, or add criteria at any time. The Investment Scorecard is the result of the Transamerica Investment Monitor's quarterly review of each of Transamerica's investment choices and all ratings are based on Transamerica's proprietary rating methodology.

## Monthly Market Insight

In this [February Market Update](#), the investment strategists at Wells Fargo/Evergreen Investments say the cyclical recovery appears to be gaining momentum, citing better-than-expected news on fourth quarter corporate profits and improvement in top-line growth, along with the massive amounts of stimulus money still slated to enter the economy.



In [How Fast Have Markets Rebounded After Recessions](#), Oppenheimer Funds provides 60 years of data on past recessions, showing historic S&P 500 Index performance 12 months after each past recession. Since World War II, the U.S. economy experienced 10 recessions. In all but one instance, the S&P 500 Index has rallied in the 12 months immediately after a recession. Investors who wait for an "all clear" signal before jumping back into the market can run a risk of missing out on a potential post-recession rally.

As part of our ongoing education efforts, we hope you will share these articles with your plan's participants.

Transamerica is not affiliated with Wells Fargo/Evergreen Investments, nor with Oppenheimer Funds. These companies provide investment management services for some of the investment choices offered in Transamerica's retirement plans.

### LEGISLATIVE/COMPLIANCE

## Finalized DOL Regulations Require 7-Day Deposit for Employee Deferrals

On January 14, 2010, the U.S. Department of Labor (DOL) issued final regulations providing a safe harbor rule for the timely deposit of employee deferrals. This new rule applies to small employer plans (fewer than 100 participants as measured on the first day of each plan year).



The prior regulations required employers to remit employee deferrals as of the earliest date on which the deferrals can be reasonably segregated from the employer's assets, but not later than the 15th business day of the month following the month in which the deferrals are withheld. As noted in the June 2009 issue of *Sponsor E-News*, there has been some confusion about this rule due to the fact that the DOL has consistently focused audits on the "earliest date" portion of the rule, while many employers have focused on the "15th business day" portion.

Under the new rule, the ambiguity related to the "earliest date" and the "not later than the 15th business day" has been eliminated. Now deferrals are considered timely made if they are deposited by the 7th business day following the pay date in which the funds were withheld.

What does this mean for you? If you are a "small" employer subject to this new rule, you no longer need to guess as to which standard a DOL auditor would hold you accountable. Instead, you now know exactly what your contribution remittance target date should be: the 7th business day following the pay date.

If you are not a "small" employer as defined above, the prior rule still applies to you. This means that the facts and circumstances related to your individual business procedures may result in you being held to the stricter "earliest date" rule and you may be expected to remit deferrals in as little as one or two business days in the eyes of the DOL. As a best practice guideline, if you are able to remit your federal and/or state taxes within a day or two after the pay date, that should be your standard for remitting deferrals as well. You may want to discuss your unique situation with your auditor, CPA or payroll provider.

If you have any questions, don't hesitate to contact us for further assistance at (866) 498-4557.

## ✓ LEGISLATIVE/COMPLIANCE

### Revised Schedule C for Form 5500

In late 2007, the U.S. Department of Labor (DOL) issued final regulations implementing a new, required Schedule C to accompany Form 5500. These new regulations are generally effective for plan years beginning on or after January 1, 2009, which means that all 2009 plan year Form 5500 filings submitted in 2010 and 2011 must use the new Schedule C. The new Schedule C adds detailed disclosure of fees or compensation paid directly or indirectly to plan service providers. Generally, large plans (e.g., 100 or more participants at the beginning of the plan year) must report compensation on Schedule C if the aggregate annual amount paid to the service provider is \$5,000 or more. For additional details and definitions regarding Schedule C [click here](#).



As your retirement services provider, Transamerica is prepared to provide the information necessary to comply with these new Schedule C regulations. There is no action required of you at this time. Should you have additional questions regarding the Schedule C, please don't hesitate to contact us at (866) 498-4557.

## ✓ LEGISLATIVE/COMPLIANCE

### Getting Started with Filing Your Form 5500 Electronically

In last month's *Sponsor E-News* we informed you that as of January 1, 2010, the U.S. Department of Labor (DOL) is going "paperless" for Form 5500, requiring all filings of Form 5500 to be submitted electronically. Furthermore, the DOL has announced that there will be *no exceptions* to this electronic filing requirement.



As a reminder, the new electronic filing requirements mandate that the Form 5500 must now be "signed" electronically. To accomplish this, all 5500 signers must first register for signing credentials with the DOL. Once registered with the DOL you are provided a User ID and PIN to be used for this year and subsequent years' filings.

To register for your signing credentials, access the ERISA Filing Acceptance System (EFAST2) database on the DOL's Web site at <http://www.efast.dol.gov>. Click the "Register" link located on the left navigation panel of the Welcome screen and follow the prompts. Please allow 15 minutes to complete the registration process as this must be completed in a single session. For additional information about obtaining signing credentials from the DOL, click [here](#).

Transamerica is committed to keeping you updated and informed about the mandatory changes to the 5500 filing process. We will provide more updates in the coming months.

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#### Endnotes

<sup>1</sup>Transamerica Retirement Services ("Transamerica"), a marketing unit of Transamerica Financial Life Insurance Company ("TFLIC"), 4 Manhattanville Road, Purchase, New York 10577, and Transamerica Life Insurance Company ("TLIC"), 4333 Edgewood Road NE, Cedar Rapids, Iowa 52499, and other TFLIC and TLIC affiliates, specializes in the promotion of retirement plan products and services.