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## SPONSOR E-NEWS

### INFORMATION

#### Primary Contact: A Reminder to Update Your Personal Profile

As the primary contact of your plan, all plan-related communications are sent directly to you. Since **you are responsible for forwarding these communications to the appropriate person(s) for action**, it is essential that you maintain accurate contact information.



You can **verify the information in your personal profile** by logging on to your account at [www.ta-retirement.com](http://www.ta-retirement.com), clicking on "Personal Profile" from the left-hand navigation menu, and viewing the information under "Contact Information." To change your contact information, click on "Change Plan Contacts" and follow the prompts.

We also recommend that you check your account on a regular basis to make sure you are set up to conduct business electronically.

#### Transamerica Named One the "Best Places to Work" by *Pensions & Investments*

Transamerica Retirement Solutions was recently named one of *Pensions & Investments* "Best Places to Work in Money Management" for the third year in a row. Transamerica has appeared on the list each of the three years that the magazine has ranked organizations. One important factor in Transamerica's high ranking is that our employees truly take pride in delivering high quality service. They are dedicated to helping sponsors and their participants get the most from their retirement plans. Take a look at our latest [video](#), which features our employees explaining why they're so passionate about their jobs.



### View with images

Compliments of  
**Sponsor Connect**  
(866) 498-4557



### Have feedback?

Just **reply** to this email with your comments or suggestions.

## The IRS Saver's Credit Could Help Plan Participants at Tax Time

Although the Saver's Credit is available to many low- to moderate-income workers who are saving for retirement, only 28 percent of workers are aware of it, according to nonprofit Transamerica Center for Retirement Studies®\*. Let your employees know about this valuable tax credit and encourage them to save for retirement. You can download more information to share (available in English and Spanish) at [www.transamericacenter.org](http://www.transamericacenter.org).

\*Transamerica Center for Retirement Studies® (TCRS) is a division of Transamerica Institute®, a nonprofit, private foundation. The Transamerica Institute is funded by contributions from Transamerica Life Insurance Company and its affiliates and may receive funds from unaffiliated third parties. For more information please refer to [www.transamericacenter.org](http://www.transamericacenter.org).

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### MONTHLY MARKET INSIGHT

#### MONTHLY COMMENTARY

### U.S. Labor Markets and Shifting Focus

In this month's market commentary, the experts at AllianceBernstein discount the current concern that average hourly wages are dropping. Firstly, they challenge the accuracy of the 0.2% drop in average weekly earnings reported for the month of December. Furthermore, they contend that November's job openings increase of 147,000 for a total of 4.97 million—the second highest total recorded—bodes well for greater opportunities for workers that could lead to better wages. In their opinion, "the labor market trends offer a brighter outlook for the economy in 2015."



#### INVESTOR EDUCATION

### Rebalance to Help Stay on Course

The team at Natixis offers this timely reminder of the importance of portfolio rebalancing. Market movements can alter your asset allocation, making your portfolio more conservative or aggressive than you planned. Rebalancing your portfolio can help you stay on track to meet your retirement goals.

Transamerica Retirement Solutions does not provide investment advice. AllianceBernstein and Natixis Global Asset Management provide investment advisory services for some of the investment choices offered in Transamerica's retirement plans. AllianceBernstein and Natixis Global Asset Management are not affiliated with Transamerica.

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### LEGISLATIVE / COMPLIANCE

## Monitoring Your Forfeiture Account Balance



Your plan may require participants to complete a period of service before becoming fully vested in matching or non-elective employer contributions. If a participant's employment is terminated prior to becoming fully vested, the non-vested portion of their account balance is forfeited. Special rules apply to these forfeited benefit amounts.

At Transamerica, the forfeited portion of the participant's account balance is transferred to the plan's designated Forfeiture Default Fund. The assets remain invested in the Forfeiture Default Fund until, as indicated by the plan document, they are used in one of three ways:

- To pay administrative expenses of the plan
- As an additional employer contribution, and allocated among the remaining participants of the plan
- To reduce future employer contributions

The Internal Revenue Service (IRS) has increased its focus on forfeiture usage, and forfeitures are a popular topic in IRS plan audit articles. The IRS may review how you monitor your forfeiture account -- particularly, how promptly the balance is used and if it is used in accordance with plan document provisions.

The end of the plan year is generally viewed as an opportune time to assess available plan forfeitures and establish an action plan for their prompt usage. Your plan document defines the manner in which plan forfeitures should be used. Therefore, we recommend you review it to ensure that you are using plan forfeitures in accordance with the terms of your plan.

For further information on forfeitures, contact SponsorConnect<sup>SM</sup> at 866-498-4557 and speak with your Compliance Analyst.

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## COMPLIANCE CALENDAR

### Census Data Submission Deadline for 2014 Plan Year

Transamerica must receive complete census data and the Additional Plan Data Form, in good order, by the dates listed below to guarantee completion of the 401(k) nondiscrimination testing by March 6, 2015. Please review these dates to determine which one pertains to your plan:

- For employers that sponsor a Multiple Employer Plan, the deadline is **January 31, 2015**.
- For employers that sponsor a Single Employer Plan, the deadline is **February 15, 2015**.
- If your plan has an Eligible Automatic Contribution Arrangement (EACA),

and if the EACA applies to all eligible employees, the deadline by which Transamerica must receive complete census data (including the Additional Plan Data Form) is **June 2, 2015**. This will guarantee completion of 401(k) nondiscrimination testing by June 25, 2015. Transamerica must receive refund instructions by June 25 in order for distributions to be made by June 30, 2015.

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Transamerica or Transamerica Retirement Solutions refers to Transamerica Retirement Solutions Corporation.