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FALL
Edition

MVP
Plan Administrators, Inc.

MVP Technology Update…….

MVP Plan Administrators, Inc. emails are TLS (Transport Layer Security) encrypted. Emails received and sent by MVP are TLS encrypted if the sender's email is also TLS encrypted. At MVP, we make every attempt to secure data being received by or sent via email. If you do not have TLS encryption, MVP Plan Administrators, Inc. has other secure methods of transmitting information. We are also working on a new web feature for transmitting files. Stay tuned! Please contact your plan administrator for more information or questions on TLS.

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Individual Highlights

MVP will be closed the upcoming holidays:

Thanksgiving –
November 26th and November 27th

Christmas –
December 24th and December 25th

New Year's –
at Noon on December 31st and January 1st

PLAN SPONSOR WEB

Did you know that in addition to our participant web access, MVP offers Plan Sponsor Web access? Many of you are familiar with this and are using it daily to review summary plan information, access reports such as payroll process and quarterly valuations, and upload contributions. This web access gives you the tools you need to stay informed on the plan at ***YOUR*** convenience!

This access is provided to you and any other plan fiduciary with customizable settings. Your plan's investment advisor, CPA, attorney, consultant and anyone else you request can be given specific access to use the site in the way ***YOU*** want. We can even give your payroll provider access to upload contributions directly into our record-keeping system without them being able to see or do anything else!

Below is a quick guide to using Plan Sponsor Web. We have assigned this access to almost every plan. If you need your login or additional information, please contact your MVP representative today!

Function	**What Function Does**
EE Search	Allows you access to each employee's account to make only certain changes, even if they have no balance in the plan. These changes do include address, birth date, hire date, email address, and other like changes that will **not** affect their account balance. You can search for employees by Category, Name, or Social Security Number.
Home – Plan Selection	Takes you to the Plan Selection page where you may choose your plan or choose from among multiple plans that you may have access to.
Home – Password Change	Allows you to change your Password
Account Info – Plan Balance	Allows you to view plan level details on the plan's investments.
Account Info – Summary	Allows you to view plan level summary information. **This is the opening page once you login.**
Account Info – Investment Profiles	Allows you to view information about the plan's mutual funds. By clicking on the fund name, you will be taken to www.morningstar.com, an investment research website that provides independent information about each mutual fund
Account Info – Categories	Allows you to view the number of employees in each employment category. This number changes constantly depending upon the payroll information received.
Tools – Reports	Allows you to view plan level reports, such as payroll period allocation reports, quarterly and annual valuation reports, etc… You also can see reports for distributions, contributions, Executive Summaries, etc… for any time period you wish.
Tools – Forms	No forms are available online. Contact your MVP representative to obtain any forms you do not have.
Tools – Data Validation Center	Allows you to manually enter or upload employee census and payroll information. More information will be forthcoming regarding this exciting option!
Tools – DER Layout	Allows you to view the specifications of the Data Entry Routine (DER) available for you to upload employee census and payroll data.
Tools – Logo Update	Allows you to upload your company's logo or your plan's advisor's logo to the top of the screen.
Transactions – All Transactions	Allows you to view and download transactions of any type for any time period in which MVP Plan Administrators, Inc. was your Plan's Record keeper.
Transactions – Web/VRU Requests	Allows you to view transactions that the plan's participants requested using their web login.
Link to Advisor Website	If the plan allows, you may click on the name of the plan's financial advisor and be taken directly to their website for more information.

MVP SPOTLIGHT

Jennifer Adams, has been with MVP for over 3 years. Jen brought to MVP her banking background and easily transitioned into full-time plan administration. She works on a variety of plan types applying her knowledge of MVP's procedures and IRS and DOL requirements. Jen did leave us for a short time, but missed us so much that she came back! We're glad she did! She loves to spend time with her family, traveling, and shopping!

Alison Carpenter, has been with MVP for 2 years. She has over 10 years experience in plan administration and is certified as a QKA - Qualified 401(k) Administrator and QPA – Qualified Pension Administrator. Besides administering a number of plans, she is in charge of our Form 5500 processing. Employers and employees alike are always commenting on her patience and helpfulness. Besides enjoying time with her husband and 2 children, she enjoys gardening, playing tennis, and hiking.

Huong Do, who also goes by Holly, joined MVP earlier this year and has been a great addition to our team! Even though she's the newest and youngest, she brings a wealth of experience having worked with another leading firm in the financial services industry. She is responsible for contribution and distribution processing, answering participant questions, plan conversions, and special projects. She enjoys outdoor activities and playing with her dog!

What to do with those long lost participants

Have you ever reviewed your yearend valuation and wondered what to do with the participants who were terminated and had not taken a distribution of their account? Unfortunately, many employees leave behind their retirement accounts when they leave employment. As time passes it is difficult to locate these former employees.

So how do you get rid of these account balances? Generally plans have the option of providing for involuntary cash out distributions of vested account balances of up to $5,000.00 (excluding unrelated rollover accounts). EGTRRA revised these “cash out” rules to require that the default method of distribution for account balances exceeding $1,000.00 is a direct rollover to an IRA. An IRA may also be established for missing participants with account balances of less than $1,000.00.

Recently there have been a number of companies established to handle these types of distributions and MVP works with these rollover providers to do so. Plan Sponsors may establish an IRA on behalf of missing participants after attempts have been made to contact the participant. First it may be necessary to amend the plan document to provide for involuntary cash outs, the Plan Sponsor will authorize MVP to set up the accounts and we will set up the accounts on-line, and assist with sending the assets to the rollover provider. The rollover provider may access set up fees, as an example one provider currently charges 20% of the account balance up to a maximum of $100.00 per account. The fees may be paid by either the Plan Sponsor or the participant. In addition, there could be an annual account maintenance fee of charged to the account by the payroll provider.

Once the account is established at the rollover provider, it is maintained by that provider and is no longer a part of the trust. Some rollover providers will also lists the accounts with the National Registry of Unclaimed Retirement Benefits. When participants are located they then process the account distributions and handle all other reporting.

This program is available to Plan Sponsors with prior terminated participants who are either missing or unresponsive and who have account balances (excluding unrelated rollover money) of less than $5,000.00. Contact your plan administrator if you are interested in adding this program to your plan today.

EGTRRA Restatement Update

As mentioned in the last newsletter, many of our clients have received a Plan Document Restatement Package that includes updated language for EGTRRA (The Economic Growth Tax Relief and Reconciliation Act of 2001) and various other interim amendments. The restatements are required for all qualified retirement plans and must by law be completed by April of 2010 at the latest. However, MVP is committed to completing all restatements by the end of 2009. In addition to the EGTRRA restatements all qualified plans are also required to be amended by the end of 2009 to incorporate the provisions of the Pension Protection Act of 2006. This amendment is being included in your EGTRRA restatement package for all restatements completed after April 15, 2009. If you received your EGTRRA restatement package prior to April 15, 2009 your PPA amendment will be forthcoming under separate cover before the end of the 2009 calendar year.

As a reminder, please take the time to read the instructions attached to the plan document materials you receive. It is imperative that you sign and return copies of all signature pages to our office as soon as practicable after receipt of the materials. In order for your plan to remain qualified, all plan documents must be signed and dated in a timely manner. If your plan is currently using a provider **other than** MVP for your Plan Document materials it is imperative that you forward a copy of your EGTRRA restated plan document to our office as soon as you receive it. We cannot operate your plan correctly without the most recent plan document available.

If you have any questions regarding your plan document or your restatement package, please contact Tanya Keister at 919-465-2220 x 112 or email her at tanya@mvpplanadmin.com.

MVP's MVPs - and how to reach them.

Do you know who your MVP Plan Administrator is? We hope so! You can always call our toll free phone number 1-866-687-6877 and anyone can help you, but here is the list of our staff:

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