

TIMELINE OF A FIRST-YEAR PLAN

JANUARY 1ST – DECEMBER 31ST PLAN YEAR



Heritage Administrative Services, LLC receives the completed *Heritage Engagement Agreement*

Heritage will initiate kick-off call with plan sponsor, investment and insurance advisor, Heritage consultant and Heritage Plan Administrator(s)

Within 5-7 days after kick-off call, Heritage will create applicable plan documents and apply for any needed tax identification numbers

Plan documents will be sent to investment advisor to open applicable investment accounts and coordinate any needed conference calls regarding opening accounts

Heritage will provide preliminary funding contribution amounts (*these figures are not final but provide guideline for plan sponsors to follow*)

In October, prior to year-end, Heritage will send out reminder email with year-end deadlines to all plan sponsors and advisors

By mid-January, Heritage will send out email requesting data to all plan sponsors, clients and accountants

- a. Plan sponsor will be required to remit all year-end data via *Heritage Secure Portal*
- b. Investment advisor will provide all necessary account statements
- c. Insurance advisor will provide any applicable insurance statements or values
- d. Accountant will provide any earned income figures for plan sponsor

Upon receipt of completed data request, Heritage will send out final tax-deductible contribution figures to client, advisor and accountant within 10-14 business days (*timeline dependent on all required data being collected and in good order*)

Investment advisor will initiate conference call between plan sponsor, Heritage and investment advisor to review and discuss contribution amounts

Plan sponsor has up to tax-filing deadline to complete funding for employer contributions for prior tax-year

FRANK MULLADY, JR.
NATIONAL SALES DIRECTOR
HERITAGE ADMINISTRATIVE SERVICES, LLC.

 631.659.1518

 631.423.9656

 FrankJR@HGTPA.com

 HGTPA.com

 100 Crossways Park Drive West, Suite 413
Woodbury, New York 11797