

# MetLife

## PLAN DECONVERSION TIMELINE

**Note: This is not a contract. The dates listing on this timeline are estimated dates of completion only.**

**There is not a guarantee that these dates will be exact.**

**Employer Stock and Self-Directed Accounts will require modification of Notice Given, Timeline and Liquidation.**

Plan Name / Number	<b>ABC Retirement Savings Plan</b>	<b>1009xxx-01</b>
MetLife Contact:	MetLife Contact Name	
	Email	
	phone #	
Liquidation Date:		<b>Jul 31, 2014</b>
Wire Date:		<b>Aug 1, 2014</b>

### **Plan Information**

Fund Total Balance:	\$ 523,456.78
Forfeiture Balance:	\$ 123.45
Number of Participants:	110
Number of Outstanding Loans:	0
Funds Liquidated:	Yes
Periodic Payments:	No

Dates	Issue	Responsible Party	
Jul 2, 2014	FASCore Received Deconversion Package From MetLife	dcteam	-30
Jul 23, 2014	VRU Turned Off (Inquiry Only)	dcteam	-8
Jul 23, 2014	Last Recovery Fee Information Must Be Received by FASCore	recovery	-8
Jul 23, 2014	Last Contribution		-8
Jul 23, 2014	Last Signed Promissory Note For Loan Processing	TERJ/NCAR	-8
Jul 23, 2014	Last Distribution/Periodic Payment/Required Minimum Distribution		-8
Jul 24, 2014	Send Test File To: <b>XYZ Insurance Company</b> <b>Attn: Contact Name</b> <b>200 ABC Street</b> <b>City, State 12345</b> <b>email: name@company.com</b> <b>Phone: 800-123-4567 ext 12345</b>	WPZ/HACI	-7
Jul 24, 2014	Delete ACH Indicator/Cash Hold Indicator to "Y"/Disbursement Hold Indicator to "Y"/Recovery Fee Indicator to "Y"/Terminate Loan Offset Letter	dcteam	-7
Jul 24, 2014	Notification to Fund House of Large Trades: Vanguard (over \$500,000)	SCHA	-7
Jul 24, 2014	Termination Rule	dcteam	-7
Jul 24, 2014	VRU Inquiry Turned Off (Plan Locked w/ISIS access)	dcteam	-7

Dates	Issue	Responsible Party	
Jul 24, 2014	Reminder Email to Terminate Forfeiture Account	dcteam	-7
Jul 24, 2014	Update to OEWS	dcteam	-7
Jul 31, 2014	Dividend Hold Indicator Activated	dividends	0
Jul 31, 2014	Refer Plan/Client Phone Calls To: <b>XYZ Life Insurance Co</b> Participant calls to the employer Employer calls to MetLife Relationship Manager on file	dcteam	0
Jul 31, 2014	Liquidation of Participant accounts	dcteam	0
Jul 31, 2014	Accounting/Link/Pull verified	AMAY/GLON	0
Jul 31, 2014	Liquidation of Forfeiture Account	ROBI	0
Aug 1, 2014	Wire Sent To (sent by 2:00pm MST): <b>Bank Name: DEF Bank</b> <b>ABA #: 0123456789</b> <b>Acct Name: XYZ Group Annuities</b> <b>Acct #: 987654</b> <b>FBO: ABC Co. 401(k) Plan</b>	dcteam	1
Aug 1, 2014	Fund Breakdown Emailed To (by 2:00pm MST): <b>ContactName@company.com</b>	dcteam	1
Aug 1, 2014	Replace cash & disbursement holds, remove ISIS lock	dcteam	1
Aug 1, 2014	Email to 'security' requesting deletion of PSC ids	dcteam	1
Aug 1, 2014	Final Participant Statements Statement period: <b>July 1, 2007 - July 31, 2007</b> Mail to: <b>Participants</b> Quarterly and annual plan summary Mail to: <b>Client</b> Open ARS ticket to include EER information for paper mailing	steam  dcteam	1
Aug 1, 2014	Final Valuation File Sent To:  <b>Same as test files</b>  <b>FINAL FILES TO BE PROVIDED VIA SECURE EMAIL</b>	WPZ/HACI	1
	Trailing Dividends: FASCore not posting; additional wire to be sent to new recordkeeper by Deconversion Team after notification from Financial Control	AMAY/GLON  dcteam	
Aug 1, 2014	Run INR3 and terminate any remaining participant accounts in active status; terminate group account	dcteam	
T = termination/liquidation date			

14-Aug-14  
31-Aug-14

Send Deconversion Confirmation Notice  
Terminate Plan in ISIS

dcteam  
dcteam

Dates		Issue	Responsible Party
Compliance Analyst:	FCAnalyst		
Compliance Manager:	FC Compliance Manager		