ANNUAL REPORT DOWNLOAD

GREAT-WEST FINANCIAL
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The TPA Annual Report Download Process For Annual Compliance Testing and IRS Form 5500

Great-West Financial℠ provides a comprehensive, easy to use annual report package for annual compliance testing and the completion of IRS Form 5500.

WHAT IS THE ANNUAL REPORT DOWNLOAD?

The Annual Report Download is a group of reports that are compressed in a single WinZip file and contain the information you need to complete your plans' annual compliance testing and IRS Form 5500.

WHEN ARE THE REPORTS AVAILABLE FOR DOWNLOAD?

Approximately 20 days after a plan's year end, the WinZip file containing the reports will be placed into the TPA contact's Partner*Link*® directory. Then, the TPA contact will receive an e-mail indicating that the file is available for download. The WinZip file will be named with the group account ID number (e.g., 1234567.zip).

WHO HAS ACCESS TO THIS INFORMATION?

A plan's established, authorized TPA contact(s) will have access to the reports. If you need to update or change the authorized TPA contact, you must contact the plan administrator to do so.

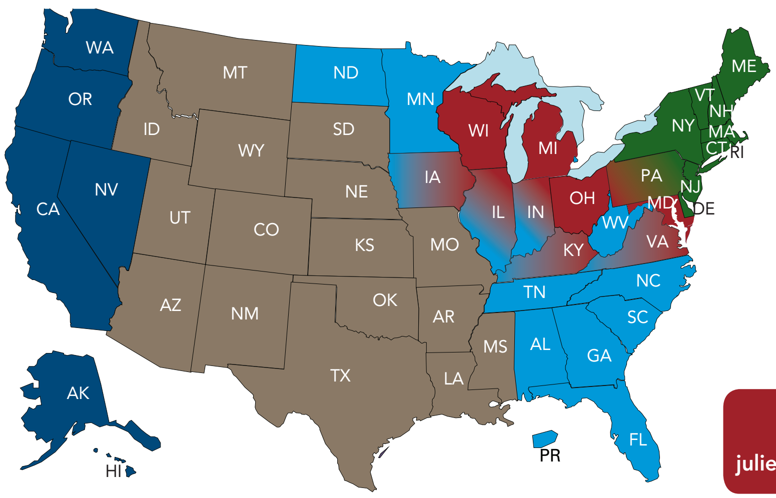
HOW DO I IMPORT THESE REPORTS INTO MY TESTING SOFTWARE?

If you are using ASC, Datair, FT Williams or Relius compliance testing software, there is an import interface within these software packages that you can launch. Once the import interface is launched, Great-West Financial should be listed. Choose Great-West Financial and continue to follow your software's import instructions.

You have the ability to reorder this file using the reports menu on Partner*Link*. The report name is "TPA Annual Compliance Files". You can run the most recent two plan year end reports.

Title File Name	Description
Annual Plan Summary 99999901.pdf	This is a PDF of the certified Annual Plan Summary. It provides plan-level and participant-level detail. Information for completing IRS Form 5500 can be found in this file. For example, Schedule A, Schedule D and reportable transaction information can be found in this file. It also provides detailed information about contributions, distributions and loans.
Participant Account Summary – NEW 99999901.pas2	The Participant Account Summary details the financial activity of all participants for the plan year. The file detail is on a participant basis separated by each applicable money type. It includes beginning balance, contributions, loan repayments, gains/losses, interest earned, new loans taken, distributions and ending balance. This newer version has loan payments itemized and separate from contributions. Forfeitures and fees are broken out of the distributions.
Participant Account Summary – NEW Excel version - 99999901.xls	The Participant Account Summary formatted in an Excel File for ease of manipulation.
File Layout Definition Summary 99999901.lpa	This provides the layout definition for the Participant Account Summary.
Participant Account Detail 99999901.pad	This file provides transaction-level information for each participant by money type.
File Layout Definition Detail 99999901.lpd	This provides the layout definition for the Participant Account Detail.
Participant Account Summary – NEW Accrual version - 99999901_acr.pas2	The updated Participant Account Summary with Accrual contributions included in the contribution column.

Participant Account Summary – NEW – Accrual/Excel version - 99999901_acr.xlsx	The updated Participant Account Summary with accruals formatted in an Excel file for ease of manipulation.
Participant Information 99999901.pf	This file provides indicative-level information for each participant. It provides date of birth and date of hire, as well as address information.
Participant Loan Summary 99999901.pfl	The Participant Loan Summary gives the plan year activity for each loan in effect during the plan year. It details all new loans taken, payment information (with principal and interest broken out) and any loans that were deemed distributed. This information is also found in the Annual Plan Summary.
Participant Loan Detail 99999901.pgl	The Participant Loan Detail provides information for each outstanding loan, such as original loan amount, interest rate, term and maturity date.
Schedule A (Form 5500) 99999901.psa	This file provides the IRS Form 5500 Schedule A information that can be imported into your 5500 software program. This same information can be found in an easy-to-read format in the Annual Plan Summary.
Schedule A – Layout Information 99999901.lsa	This provides the layout definition for the Schedule A file.
Schedule D (Form 5500) 99999901.psd	This file provides the IRS Form 5500 Schedule D information that can be imported into your 5500 software program. This same information can be found in an easy-to-read format in the Annual Plan Summary.
Schedule D – Layout Information 99999901.lsd	This provides the layout definition for the Schedule D file.
Plan Distribution 99999901.psu	This file provides distribution information for each participant based on the type of distribution taken (e.g., separation of service or age 59½).
Plan Distribution – Layout Information 99999901.lsu	This provides the layout definition for the Plan Distribution file.
Assets Held for Investment Purposes 99999901.ahip	This file replicates the data in the Assets Held for Investment Purposes from the annual plan summary. This file can be used to load the information into your 5500 software.
Schedule C section 2 99999901.pc2	This file replicates the data in the Information for Completing Schedule C section 2 from the Annual Plan Summary. This file can be used to load the information into your 5500 software.
Schedule C section 3 99999901.pc3	This file replicates the data in the Information for Completing Schedule C section 3 from the Annual Plan Summary. This file can be used to load the information into your 5500 software.



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