

MidAmerica 403(b)ulletin

MONDAY, MAY 11, 2009 – VOL. XV

CONTRIBUTIONS TO UNAPPROVED VENDORS

We have completed Plan Highlights for all of our clients that list the vendors who are participating in your 403(b) plan. Please ensure that payroll contributions from your employees are going only to those vendors who are listed on your Plan Highlights. You can view and print your Plan Highlights from our website as follows. Go to www.midamerica.biz and click on Employer Login. Select 403(b) TPA Services and choose your plan from the drop down list. If you identify a discrepancy on your Plan Highlights, please contact us immediately.

FINALIZING PAPERWORK

We cannot complete and send out the final implementation binders until we have fully executed ISAs/PPSAs from vendors and our clients. We have sent the executed documents to many of our clients who have not yet signed and returned them to MidAmerica, so we ask that you complete these agreements and forward them on so that we can finalize your implementation paperwork and complete your binders.

KEY CONTACTS AT MIDAMERICA

Following are the key contacts for your plan level inquiries.

Plan Implementation Paperwork	Kacie Rogers, ext. 142	Kacie.Rogers@midamerica.biz
Plan Transactions (Loans, Transfers, Distributions)	Sean Gray, ext. 145	Sean.Gray@midamerica.biz
Vendor Agreements (ISAs/PPSAs)/Websites	Cheryl Thall, ext. 122	Cheryl.Thall@midamerica.biz
Salary Reduction Agreements	Amber Stalans, ext. 129	Amber.Stalans@midamerica.biz
Common Remitting	Paul Galbraith, ext. 117	Paul.Galbraith@midamerica.biz

Please note that we have significant additional resources dedicated to all of these functions, but these are the key individuals that are devoted to each of these areas. All participant inquiries can be answered by our Customer Service Representatives.

VENDOR ADDRESSES FOR COMMON REMITTING

The greatest difficulty that we continue to experience with common remitting is sending the remittance to the correct address. In many cases there are intermediaries that are forwarding funds on to specific vendors, or a vendor may have multiple locations depending on the specific product, or vendors may have near identical names. As well, we have found that, in many cases, the vendor address identified in our implementation paperwork was a local rep address instead of the address where the funds should be remitted. To audit our files, we respectfully request that those clients, who are utilizing the common remitting service, email the specific address where funds were previously being sent for each vendor in your plan. Please email this information to Paul Galbraith at paul.galbraith@midamerica.biz. If you have already provided this information, please disregard this request.

COMMON REMITTING

We would like to remind our common remitting clients that all inquiries regarding common remitting issues should be direct to MidAmerica as opposed to directly to GWN. This will allow us to ensure that any issues or problems are resolved on a timely basis and we can identify opportunities for improvement. As well, all data should be sent to MidAmerica, ideally through our secure upload site at <https://www.midamerica.biz/content/employers/uploadform403b.aspx>.

AMENDMENT TO PLAN DOCUMENTS TO ALLOW FOR PURCHASE OF SERVICE CREDITS

Many of our clients have inquired as to whether their 403(b) plan allows for the purchase of service credits through various States' respective retirement systems. Though this is generally allowable, your plan document does need to be amended to specifically provide for it. If you would like your 403(b) plan to allow for the purchase of service credits, we have attached an amendment that you can print out, execute and forward on to us to be included in your plan document. Click on the link below to access the amendment.

[Permissive Service Credit Amendment](#)

ACCESSING PREVIOUS 403(b)ulletins

Many have asked if they can get copies of previous 403(b)ulletins. These are all available on our website at www.midamerica.biz. Click on Employer Login and Select 403(b) TPA Services to access the link for all 403(b)ulletins.



MidAmerica

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