

## 2011 Retirement Plan Census Report Instructions

**It is of the utmost importance that the employee census data you provide to us is complete and accurate and that the salary information reported covers the plan year - it will impact your test results and contributions!**

We request that you provide the following information to us in a timely manner:

**“Annual Compensation”** - total gross compensation as reported on the employee’s W-2 form.

**“Excluded Compensation”** - excluded compensation may be defined in your plan document to include any or all of the following: bonuses, commissions, and overtime wages paid to an employee. Please refer to your plan document to determine if your plan uses excluded compensation.

The following information should be entered onto an Excel spreadsheet (a sample of which is available for you under ‘Client Services – 2011 Client Data’ on our website at [www.americanpension.net](http://www.americanpension.net)), saved as an attachment, and then emailed to us at [CensusData@americanpension.net](mailto:CensusData@americanpension.net) along with the completed *Annual Questionnaire*.

***Please remember to include all employees who worked for your company during the year whether or not they may have been eligible to join the plan!***

**The Excel Worksheet has been modified into a template with the following Columns:**

- A. SOCIAL SECURITY NUMBER – Do not include “dashes” (123456789).
- B. EMPLOYEE FIRST NAME AND INITIAL – Use capital letters only (JOE M)
- C. EMPLOYEE LAST NAME – Use capital letters only (SAMPLE)
- D. SEX – M or F abbreviations only.
- E. DATE OF BIRTH – mm/dd/yyyy format only (11/14/1982)
- F. DATE OF HIRE – mm/dd/yyyy format only.
- G. DATE OF TERMINATION – mm/dd/yyyy format only
- H. DATE OF REHIRE – mm/dd/yyyy format only. If an employee has multiple dates of hire, please provide all dates. Use a separate sheet if necessary.
- I. ANNUAL COMPENSATION ON W-2 FORM– Do not use dollar signs (\$) or commas. Use decimals only (25423.23, for example).
- J. EXCLUDED COMPENSATION - **Do not** use dollar signs or commas – use decimals only.

K. HOURS WORKED – Round off hours to nearest whole number. (2040, 852, etc.)

L. EMPLOYEE ELECTIVE DEFERRAL – Total annual amount contributed (see W-2). Do not rely on deferrals reported on your funding institution's year-end statements as they may not be accurate.

M. EMPLOYER MATCH – Total annual amount contributed by your company for 2010.

N. SAFE HARBOR- Employer Safe Harbor Match – amount contributed by your company for 2010.

*Please provide totals at the bottom of your columns for Annual Compensation, Excluded Compensation, Employee Elective Deferral, Employer Match and Safe Harbor.*

**Testing cannot begin on your plan without both the *Retirement Plan Census Report* and the completed *Annual Questionnaire* being sent to us for processing.**

**Please email both items to us at [CensusData@americanpension.net](mailto:CensusData@americanpension.net) or mail them to us at the following address:**

**AMERICAN PENSION SERVICES, LLC**  
2451 McMullen Booth Road, Suite 200  
Clearwater, FL 33759  
[www.americanpension.net](http://www.americanpension.net)