



403b Employer Event/Action Requirements

Event	EMPLOYER REQUIRED ACTION					
	Provide information	Load to planwithease	Load to Common Remitter	Wire funds	Process forms	Keep records
New Hires	<ul style="list-style-type: none"> Univ Avail Notice (UAN) RIC At-A-Glance 	Demographic file				
Each Payroll		Demographic file	Remittance file	To Common Remitter	<ul style="list-style-type: none"> Changes - RIC Form New Acct - RIC Form 	<ul style="list-style-type: none"> All RIC Forms Contribution limits
Employee Leaves Employment	Distribution Summary	Termination date - VERY IMPORTANT!				
Annually	Send UAN to all employees (with W-2s)				Prepare W-2s	Date and delivery method of UAN

Reminders

- If an employee wishes to take a 403b distribution, direct them to https://das.iowa.gov/RIC/403b/TPA_help_ees.
- If you receive a completed form, forward to john.williams5@iowa.gov for processing (fax 515-281-5102)
- Monitor [IRS Annual Contribution Limits](#). It is the employer's responsibility to ensure contribution limits are not exceeded. See [Maximum Contribution Worksheet](#).

* If a participant cannot complete a transaction through planwithease, please give them our number 866-460-4692.