



		Event				
Action		New Hires	Each Payroll	Terminated EE	Annually	Upon Request
	Provide information	RIC At-A-Glance Univ Avail Notice (UAN)		pwe User Guide	Univ Avail Notices (UAN) (with W-2s)	RIC notices to all Ees
	Load to planwithease	Demographic file	Demographic changes	Termination date		
	Load to Common Remitter		Remittance file			
	Wire funds		To Common Remitter			
	Process forms		Changes- RIC form New Act- RIC form w/agent signature (except TIAA-CREF and VALIC)		Prepare W-2s w/ TSA information	NO-give employee the pwe information*
	Keep records		Contribution limits		Date and delivery method of UAN	

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

Reminders

- If you receive a form by fax or mail, forward to RIC for processing
- IRS 2015 Contribution Limits

Regular	50+ Catch-Up	15-Year Special Catch-Up	Maximum Total
100% of compensation* up to:	For participants age 50 or older, the regular limit is increased by \$5,000 (2008) and \$5,500 (2009 & 2014), \$6,000 (2015) for a total of:	This catch-up applies if you have worked for your current employer for at least 15 years and you meet other eligibility criteria.	This limit is available if you are eligible for both the 50+ and the 15-Year Special Catch-Up limits.
\$ 18,000	\$24,000	\$ 21,000	\$27,000