

8.3. 8955-SSA Export Menu

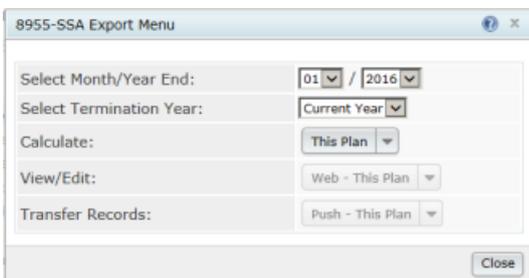
10/29/2024 4:30 pm CDT

The 8955-SSA Export Menu enables users to calculate data pertinent to the Form 8955-SSA and export that data directly from the Compliance Menu to the 5500 System.

The system uses the following data to determine who should be on the SSA (as applicable):

- Participant’s termination date
- Participant’s vested account balance (statements must be run for the account balance to be recognized)
- Participant forfeitures/distributions (from the Transaction/Statement Menu)

Click the “8955-SSA Export” option from the Compliance Menu under Miscellaneous Tasks. Here you will have the option to create SSA transfer records, view/edit SSA transfer records and transfer the SSA data.



Select Plan Month/Year End

The Plan Month/Year End that the user selects determines the Form 8955-SSA that the data will be exported to. The participant account balance information is also taken from the same year from the Compliance software. Please note that if the plan year end is a fiscal year end, the current year will only be available if the month selected is less than or equal to the current month in the year. For example, if today were 9/24/2013, users will only be able to select months 1-9 in 2013. If months greater than 9 (10-12) were selected, the 2013 year will not appear as an option.

Select Termination Year

If “Current Year” is selected, the Entry Codes for Page 2, Part III, column (a) will be determined as follows:

- Code A: Participants with a vested balance that terminated in the current year in which the Form 8955-SSA is being filed.
- Code D: Participants that terminated in any prior year and distributed/forfeited entire balance in current year.
- None: Participants whose entire balance has been forfeited/distributed in the current year and who were rehired during the current year. These participants will not be exported to the Form 8955-SSA.

If “Prior Year” is selected, the Entry Code for Page 2, Part III, column (a) will be determined as follows:

- Code A: Participants with a vested balance that terminated in the year prior to the year in which the Form 8955-SSA is being filed.
- Code D: Participants that terminated two years or more prior to the year in which the Form 8955-SSA is being filed and distributed/forfeited entire balance in the current year.
- None: Participants whose entire balance has been forfeited/distributed in the current or prior year and who were rehired in the current year. These participants will not be exported to the Form 8955-SSA.

*If prior year was a conversion year all results must be reviewed with care.

*A "year" is defined as the 12 month period that precedes the month/year the user selected above.

Calculate for This Plan/Calculate for All Plans

With the click of a button, this menu option will first calculate transfer records based on service history and transactions posted in the system. Then the system will print the results and create transfer records with the following information either for a single plan or for all plans as selected by user:

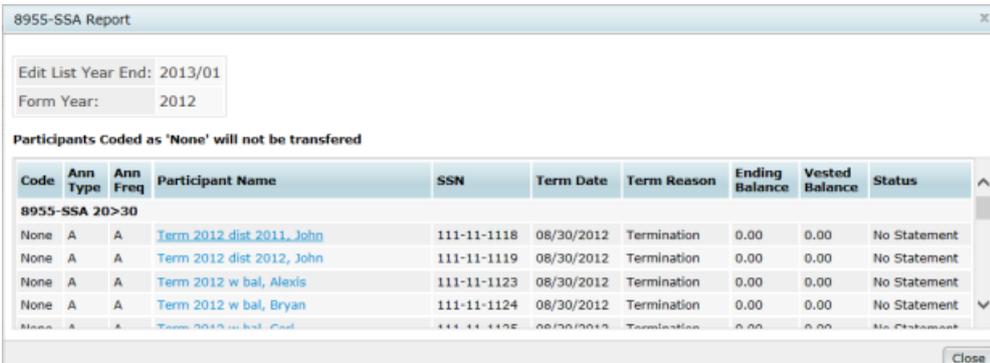
- Entry Code
- Annuity Type – System will default the annuity type to code A. Will only transfer if the entry code is set to A or B.
- Payment Frequency– System will default the annuity frequency to code A. Will only transfer if the entry code is set to A or B.
- Participant Name
- Social Security Number
- Termination Date
- Termination Reason
- Ending balance
- Vested balance - Will only transfer if the entry code is set to A or B.
- Status - Status messages will be shown here (e.g. no statements, rehire date, or OK)

Please Note: Any existing SSA transfer records for the plan or for all plans (as selected by user) will be overwritten when new transfer records are created.

View/Edit

If the csv file option is selected, the system prints all SSA Transfer records to a csv (excel) file, either for a single plan or for all plans as selected by user.

If the web page option is selected, the system prints all SSA Transfer records, either for a single plan or for all plans as selected by user to a web page for the user to review. This option also permits the user to edit all data in the SSA Transfer records for that participant by clicking the link available in each record. When editing data, please be sure to click the update button in the edit screen to save your changes then press the refresh button in the 8955-SSA list to view changes.



The screenshot shows a window titled "8955-SSA Report". At the top, there are two input fields: "Edit List Year End: 2013/01" and "Form Year: 2012". Below these fields, a message states "Participants Coded as 'None' will not be transferred". The main part of the window is a table with the following columns: Code, Ann Type, Ann Freq, Participant Name, SSN, Term Date, Term Reason, Ending Balance, Vested Balance, and Status. The table contains several rows of data, with the first few rows showing "None" for the Code and "A" for Ann Type and Ann Freq. The Participant Name column contains links like "Term 2012 dist 2011, John". The SSN, Term Date, Term Reason, Ending Balance, and Vested Balance columns contain numerical values. The Status column contains "No Statement". A "Close" button is located at the bottom right of the window.

Code	Ann Type	Ann Freq	Participant Name	SSN	Term Date	Term Reason	Ending Balance	Vested Balance	Status
None	A	A	Term 2012 dist 2011, John	111-11-1118	08/30/2012	Termination	0.00	0.00	No Statement
None	A	A	Term 2012 dist 2012, John	111-11-1119	08/30/2012	Termination	0.00	0.00	No Statement
None	A	A	Term 2012 w bal, Alexis	111-11-1123	08/30/2012	Termination	0.00	0.00	No Statement
None	A	A	Term 2012 w bal, Bryan	111-11-1124	08/30/2012	Termination	0.00	0.00	No Statement
None	A	A	Term 2012 w bal, Carl	111-11-1125	08/30/2012	Termination	0.00	0.00	No Statement

SSA Records

Plan: 8955-SSA 20>30
Form 8955-SSA Edit Participant Year End: 2013/01
Form 8955-SSA Form Year: 2012

Code: None
Ann Type: A
Ann Freq: A
First Name: John
Last Name: Term 2012 dist 2011
SSN: 111-11-1118
Vested Balance: 0.00

Cancel Update

Transfer Records

If the csv file option is selected, the system will print the results to a csv (excel) file. This file can then be uploaded into the system. Please refer to the [8955-SSA instructions](#) for additional information for uploading this data.

Choosing Push transfers all calculated SSA data to the 5500 system with the push of a button, either by plan or for All Plans as selected by user. If there is existing data already in the form all plan level data will remain intact and all participant data will be replaced. If there is no prior Form 8955-SSA, the system will create one.

Warning: If you have completed 8955-SSA's already you may not want to Transfer SSA Data for All Plans as this will overwrite all SSA's previously completed!
