

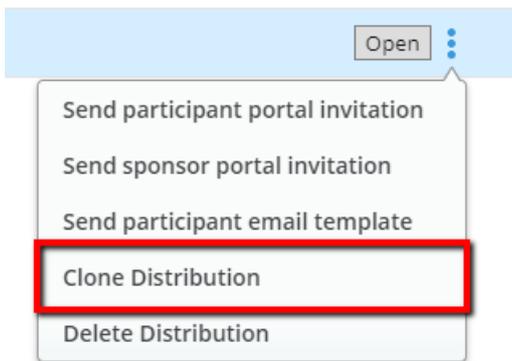
Clone and Split Distribution

12/04/2024 4:20 pm CST

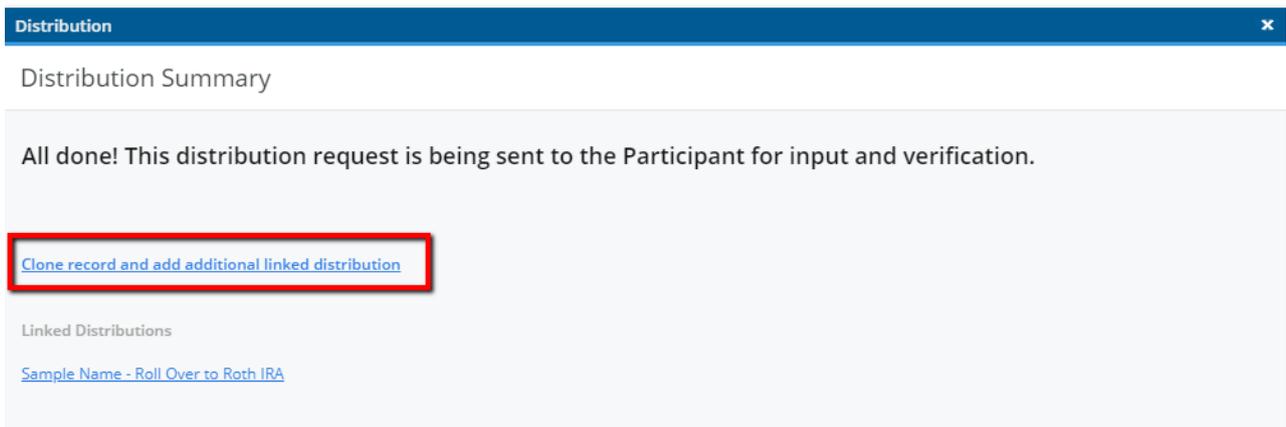
Clone/Split Distributions Video

The system is able to create a split distribution upon request. This is used when a participant wishes to receive their distribution in two different forms. For example, taking half of their distribution as a cash out, and half rolled into an IRA.

The first step to creating a Split distribution is to clone the parent record (the first distribution type). Select the Menu to the right of the distribution record on the dashboard (the three dots) and select 'Clone Distribution'.



Alternatively, if you just finished the parent distribution, the confirmation screen also gives you the option to create a clone.



The system will clone Step 1 of the original distribution record and provide a blank Step 2 for indicating the second destination for funds.

Make sure to select Edit, and verify the contact information is accurate (please note that if anything in the contact information is changed, it will also alter the records linked to the Parent distribution.)

Distribution Summary

<p>Needs TPA Input Change Status</p> <p>Next Status: Needs Participant Input</p> <p>Please Review the information below before submitting.</p>	<p>MISSING</p> <p>BASIC INFORMATION Participant Middle Name Participant Title</p> <p>CONTACT INFORMATION Participant Phone</p> <p>DISTRIBUTION DETAILS Gross Distribution Amount Outstanding Loan Balance</p> <p>...</p> <p>Show All (9)</p> <hr/> <p>UPLOADED FILES  No files currently uploaded.</p> <hr/> <p>OWNER</p> <p><input type="text"/></p> <hr/> <p>RESPONSIBLE FOR 1099</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p>PLAN DETAILS</p> <p>Example Company 401(k) Plan test</p>
<p>TAX NOTICE Open</p> <hr/> <p>Tax Notice Review</p> <p><input checked="" type="radio"/> Not Reviewed <input type="radio"/> Reviewed By Participant <input type="radio"/> Sent via Email</p>	
<p>PARTICIPANT PROFILE Edit</p> <hr/> <p>PARTICIPANT SSN 123-45-6788</p> <p>PARTICIPANT EMAIL ADDRESS Sample@samplemail.com</p> <p>PARTICIPANT ADDRESS 123 Sample Address</p> <p>PARTICIPANT NAME Sample Name</p> <p>PARTICIPANT PHONE</p>	

On Step 2, the only thing that is cloned is the 'Approximate Vested Account Balance'. To finish, you will need to provide all the details for the second destination of funds:

Distribution Details

Roll Over to Roth IRA



Requested Amount: \$ or %

DESTINATION OF FUNDS ⓘ

Institution: ⓘ

Addressee:

Address:

City:

State:

Zip:

Name on Account: ⓘ

Account Number: ⓘ

Roth Begin Date: ⓘ

When you are finish, click 'Continue' to save your data and a new distribution record should appear on your dashboard. Each parent distribution (first destination of funds) is denoted by a single person icon, while clones (second destination) are denoted by a pair:

Home > Edit Company > Edit Plan > Distribution Manager Help

Example Company 401(k) Plan test
Company ID: | Plan ID: | PYE: 12-31 | EIN: 11-2233456 | Plan Number: 101 Module Options

DISTRIBUTIONS

Distributions | Participants | Specifications | 17 Status(es) Selected | From | To | Find by Name or Distribution Type | Start Distribution

First Name	Last Name	SSN	Reason	Involuntary	Distribution Type	Status	Alert	Last Update	Started	Owner	1099	
Sample	Name	6788	In-Service Withdra...		Roll Over to Roth IRA	Needs Participant Input		02/19/2019	02/19/2019			⏴
Sample	Name	6788	In-Service Withdra...		Unspecified	Not Started		02/19/2019	02/19/2019			⏴

If the parent record is selected, on the distribution summary page on the bottom right, any linked distributions will be noted:

PLAN DETAILS

**Example Company 401(k) Plan
test**

EIN: 11-2233456
CoID:
PN: 101
PlanID:
1099: 78fa9487-7e33-
11e8-b652-
a0d3c1027470

ADDITIONAL LINKS

[How To Use This Tool](#)

[FAQs](#)

[Privacy Statement](#)

LINKED DISTRIBUTIONS

Sample Name - Roll Over to Roth IRA

When using the Split and clone options, the software will know that two 1099s will be needed as well, and will create the two filings with the appropriate code, based on the distribution type.
