



Annual Request Form for Defined Benefit Plans

Plan Year Ending: ____ / ____ / ____
MM DD YYYY

Name of Plan: _____

PART I – Census

Participant Name	Social Security #	DOB	DOH	DOT	Hours	Pensionable Earnings

PART II Contributions & Distributions during the Plan Year

Date of Deposit	Amount	Date of Disbursement	Amount	Reason
Total Contributions		Total Disbursements		

PART III - Value of Investments at End of Plan Year

Name of Investment Company	Asset Value as of Last Day of Plan Year
Total Value of Investment(s) at End of Year	

Signed By _____
 Date _____

Return to: PensionBenefits, Inc.
 700 E. Park Blvd., Suite 108
 Plano, TX 75074
 Phone No: (972) 424-2230
 Fax No: (972) 424-3039
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Part I – Census

Pensionable Earnings are earnings that can be included in calculating a participant’s Final Average Earnings (FAE) as defined in a pension plan. FAE is then used to calculate a participant’s pension benefit.

In general, only income or earnings that are subject to payroll tax can be counted as pensionable earnings for pension plan purposes.

For a participant who received W2 compensation, pensionable earnings = W2 compensation.

For a participant who reports Schedule C earnings, pensionable earnings = net Schedule C earnings (item 31) – contributions to qualified plans – ½ SE. SE is the self-employment tax.

For a participant who received K-1 Income, pensionable earnings = K-1 income - contributions to qualified plans – ½ SE.

For a participant who is receiving both W2 and K-1 income (or Schedule C earnings), only the portion of K-1 income (Schedule C earnings) that is subject to payroll tax can be added to the W2 compensation. For example, the owner of an S-Corp who received \$100,000 in W2, and \$25,000 dividends, can only use the \$100,000 as pensionable earnings since dividends are not subject to payroll tax.

Part II

Deposits should include all contributions made (up to 9 ½ months after the end of the plan year) intended for the plan year ending as indicated on top of page.

All disbursements during the plan year should be reported in the disbursement columns. Disbursements should include all payments from the trust.

Part III

Indicate the value on the last day of the plan year without adding accrued contributions.

If the plan is covered by PBGC, we also need a breakdown, in percentages, of how the assets are invested as of the last day of the plan year. Please complete the form on the next page.

	Asset Allocation as of End of Plan Year	Percentage
1.	Interest-bearing cash	
2.	U.S. Government Securities	
3.	Corporate debt instruments (other than employer securities)	
	Preferred	
	All Other	
4.	Corporate Stocks (other than employer securities)	
	Preferred	
	All Other	
5.	Partnership/joint venture interests	
6.	Real estate (other than employer real property)	
7.	Loans (other than to participants)	
8.	Participant loans	
9.	Value of interest in Common/collective trusts	
10.	Value of interest in pooled separate accounts	
11.	Value of interest in master trust investment accounts	
12.	Value of interest in 103-12 investment entities	
13.	Value of interest in registered investment companies (e.g. mutual funds)	
14.	Value of funds held in insurance co. general account (unallocated contracts)	
15.	Employer-related investments	
	Employer Securities	
	Employer real property	
16.	Buildings and other property used in plan operation	
17.	Other	
	Total	100%