CARES Act Topics

Click on the links below to go to the topic.

CATTS Banner Popups

CATTS CRD Distribution/Loan Project Template

CATTS CARES Act Project Template and DGEM Integration

CATTS DGEM Integration

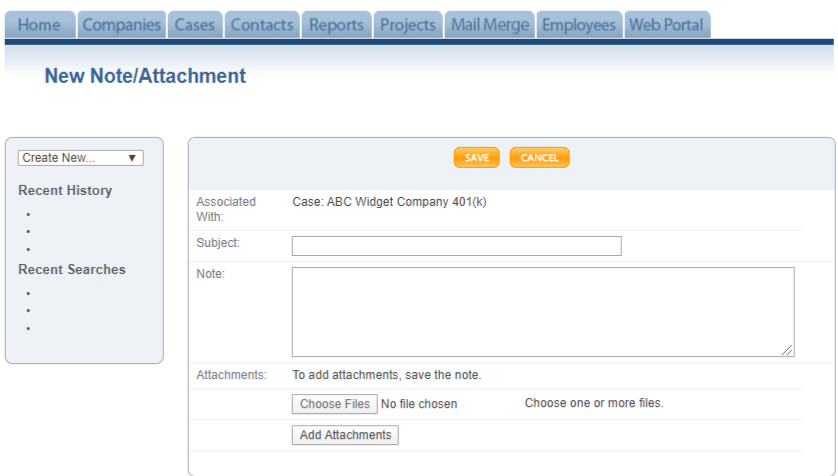
Partial Plan Termination & Freezing DB Plans

CATTS COVID-19 Forms

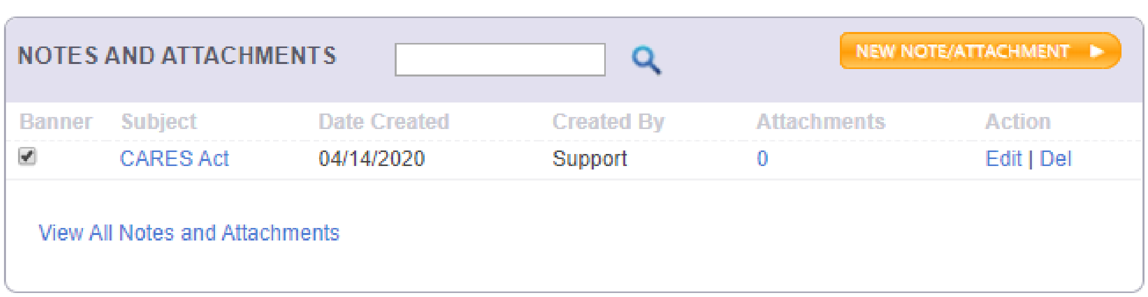
CATTS Banner Popups

1. Scroll down in a Case record and Click on the NOTES AND ATTACHMENTS panel – NEW NOTE/ATTACHMENT.

2. Enter the Subject and Note and Click "Save".



3. Check the Banner box to trigger the display of the Note information.



4. Each time the Case is accessed in CATTS, the Banner will be displayed. Click on Case Name to trigger.

CASES (1 Results Found)

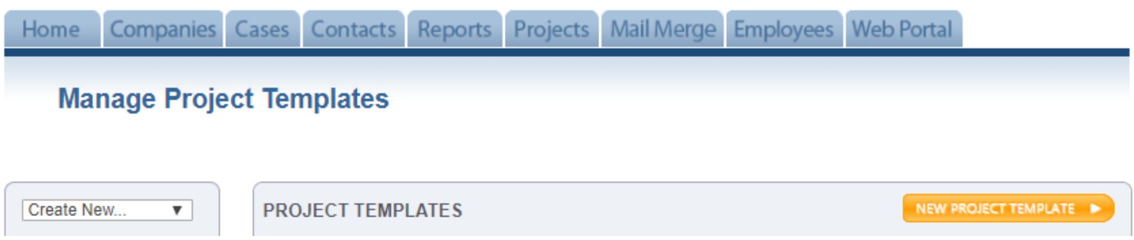
Case Name	Company	Type	Action
ABC Widget Company 401(k)	ABC Widget Company	Plan: DC	Edit | Del

CARES Act Operational Checklist [for Defined Contribution and 403(b) Plans] Plan name: ______________________ 1. ? [Optional] Tax-favored distributions from retirement plans. This provision is effective for coronavirus-related distributions (CRDs) made on or after January 1, 2020 and before December 31, 2020. Plan sponsors may operationally decide to apply this provision and amend the plan to conform to operation. Please note restrictions on money purchase plans Plan options: CRDs are available from the following sources: ? Pre-tax salary deferral accounts ? Roth deferral accounts ? Matching contribution accounts ? Employer contribution account ? Safe harbor contribution accounts ? Rollover accounts ? After-tax employee contribution accounts ? Money purchase accounts ? Specify: ______________________________ CRD limit: ? $100,000 ? Specify [Must be less than $100,000]: ______________________________ 2. ? [Optional] Relaxation of participant loan requirements. This

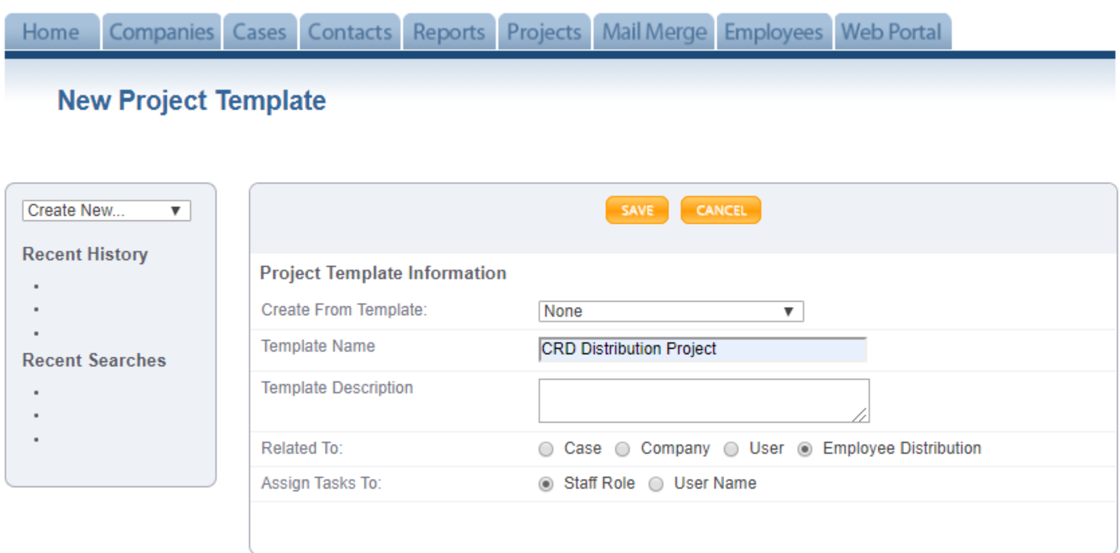
CATTS CRD Distribution/Loan Project Template

1. Click on Administration on the bottom toolbar. Scroll to the second panel – Manage Project Templates. Select Create/Edit Project Templates. Click Go.

2. Click "New Project Template" on the Manage Project Templates screen.



3. Enter Template Name and Template Description. Select Related to: and Assign Tasks To: and Click "Save".



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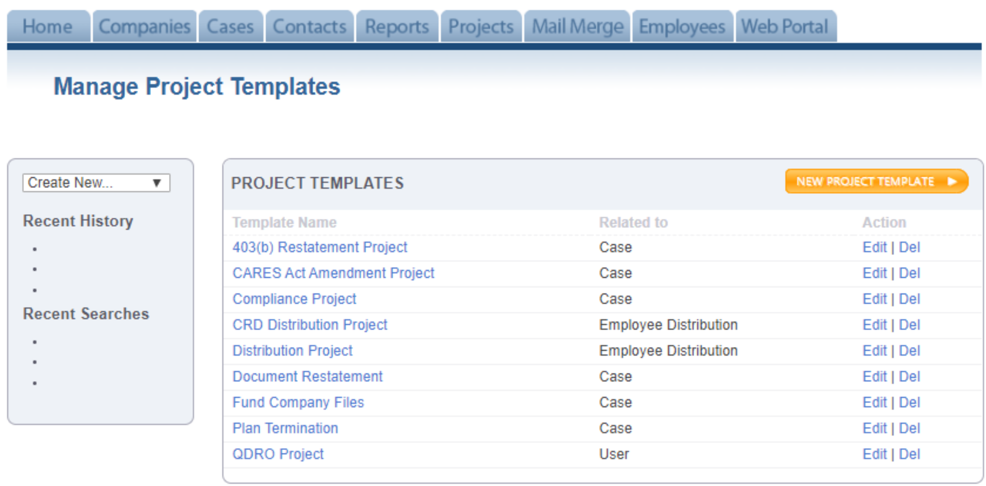
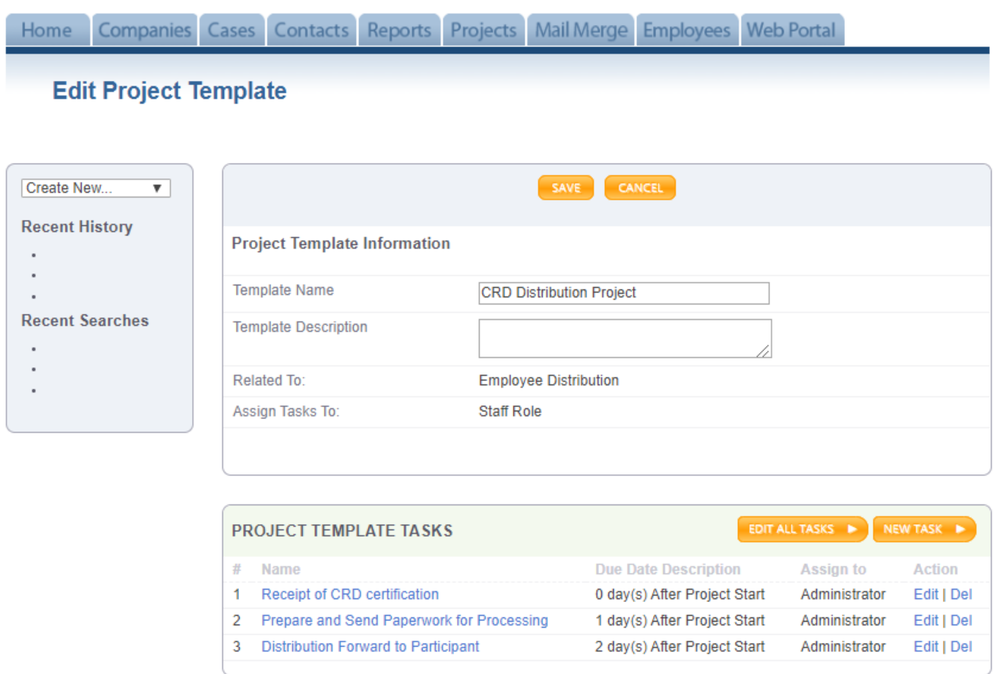
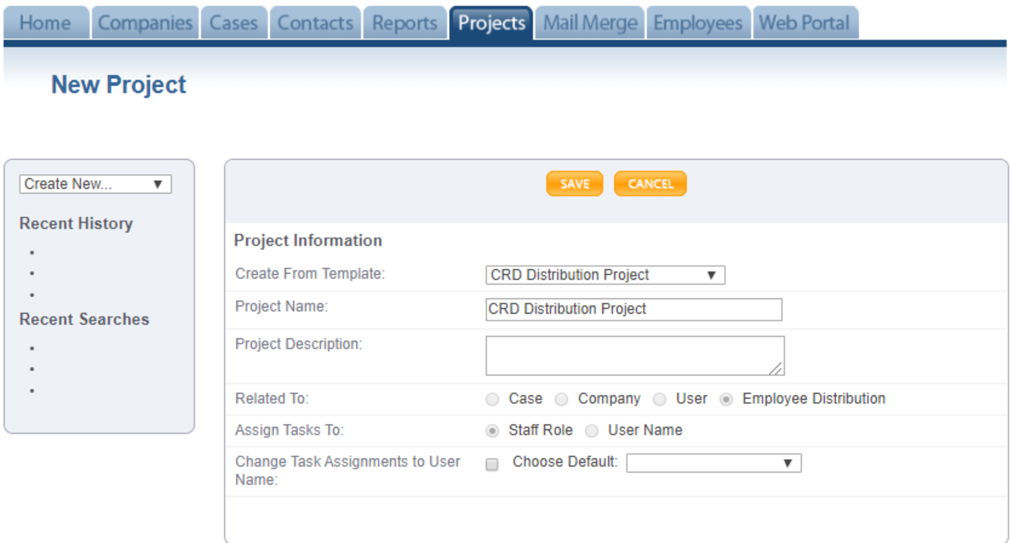
4. Return to the Manage Project Templates – PROJECT TEMPLATES panel to Edit the Template. Click Edit to create tasks and workflow.

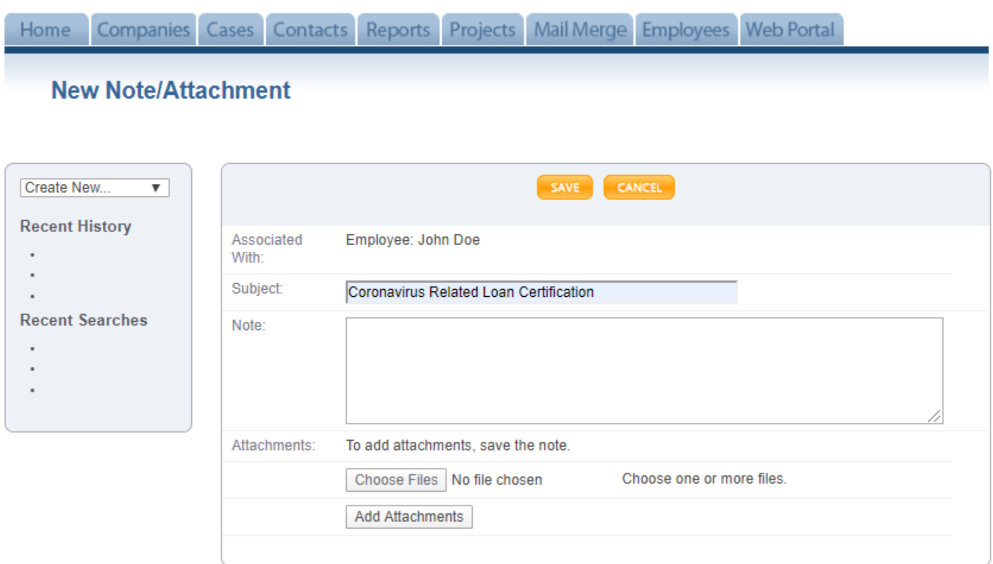


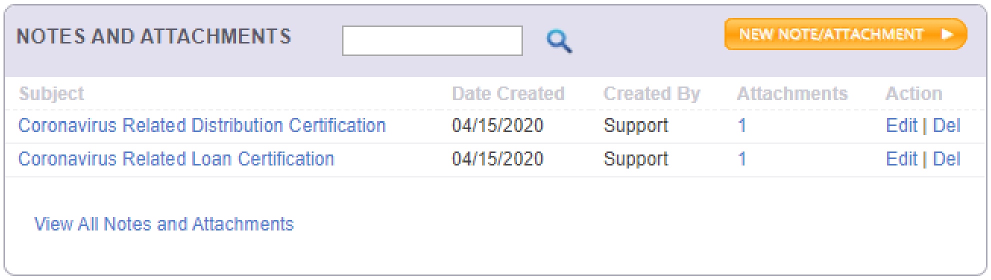


5. The Template will be available on the Project Tab for creating NONSCHEDULED PROJECTS.



6. Add Coronavirus Related Certification Forms to be stored with NOTES AND ATTACHMENTS under individual Employee Records. Scroll to the Employee NOTES AND ATTACHMENTS panel. Click NEW NOTE/ATTACHMENT. Enter the Subject and any Note and Click Save. Once the Note is saved, go back to the panel, select Action-Edit and Attach Form.





NOTES AND ATTACHMENTS

NEW NOTE/ATTACHMENT

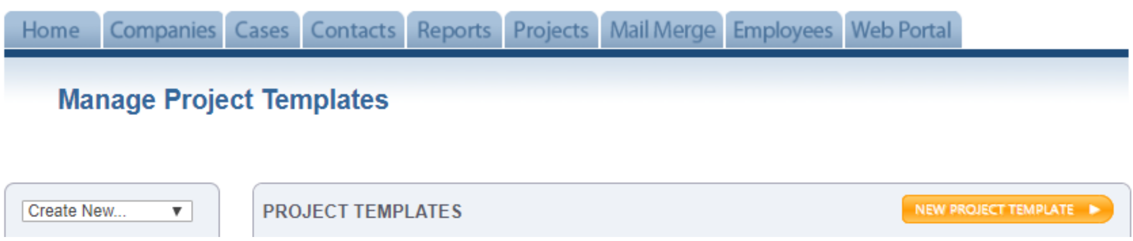
Subject	Date Created	Created By	Attachments	Action
Coronavirus Related Distribution Certification	04/15/2020	Support	1	Edit | Del
Coronavirus Related Loan Certification	04/15/2020	Support	1	Edit | Del

View All Notes and Attachments

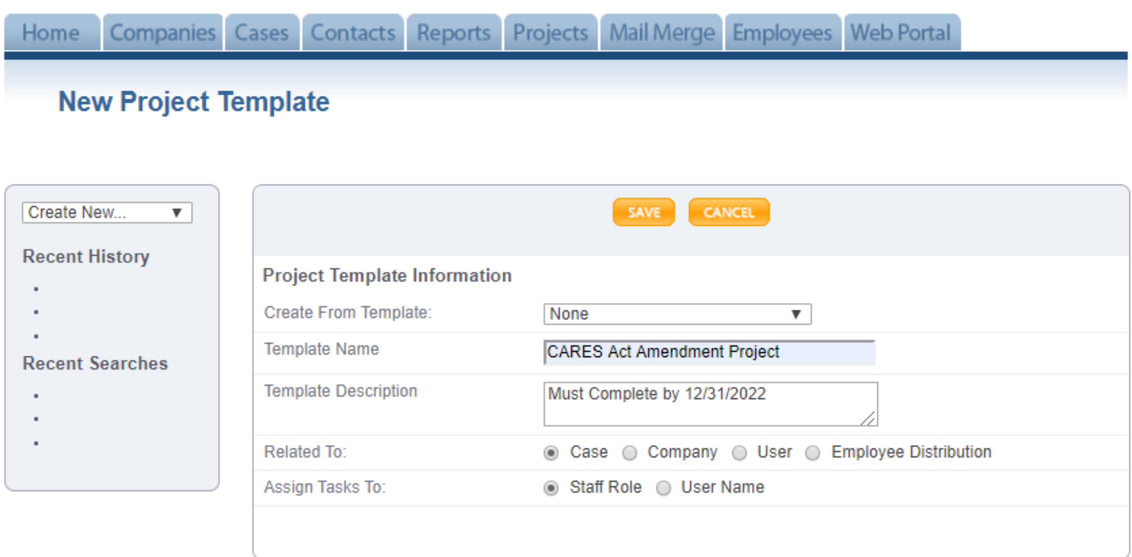
CATTS CARES Act Project Template and DGEM Integration

1. Click on Administration on the bottom toolbar on any CATTS screen. Scroll to the second panel-Manage Project Templates. Select Create/Edit Project Templates. Click Go.

2. Click "New Project Template" on the Manage Project Templates screen.



3. Enter Template Name and Template Description. Select Related to: and Assign Tasks To: and Click "Save".



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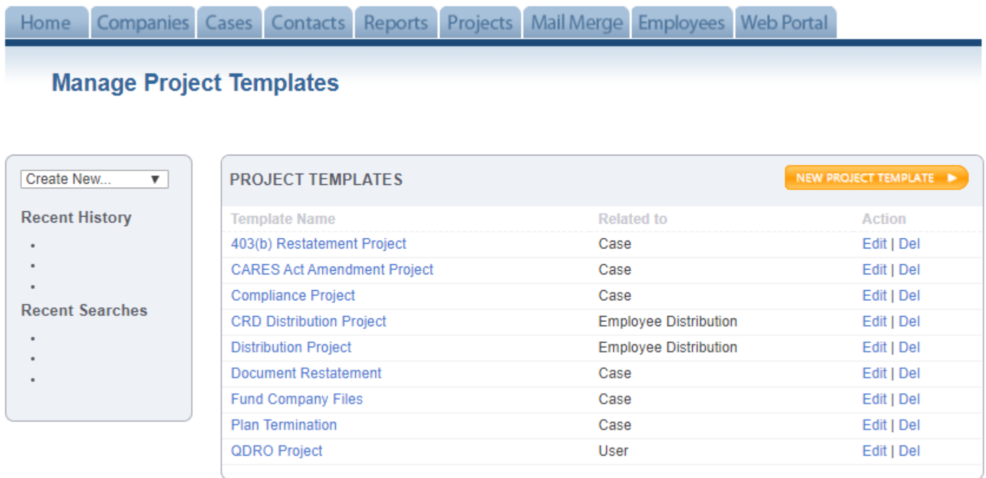
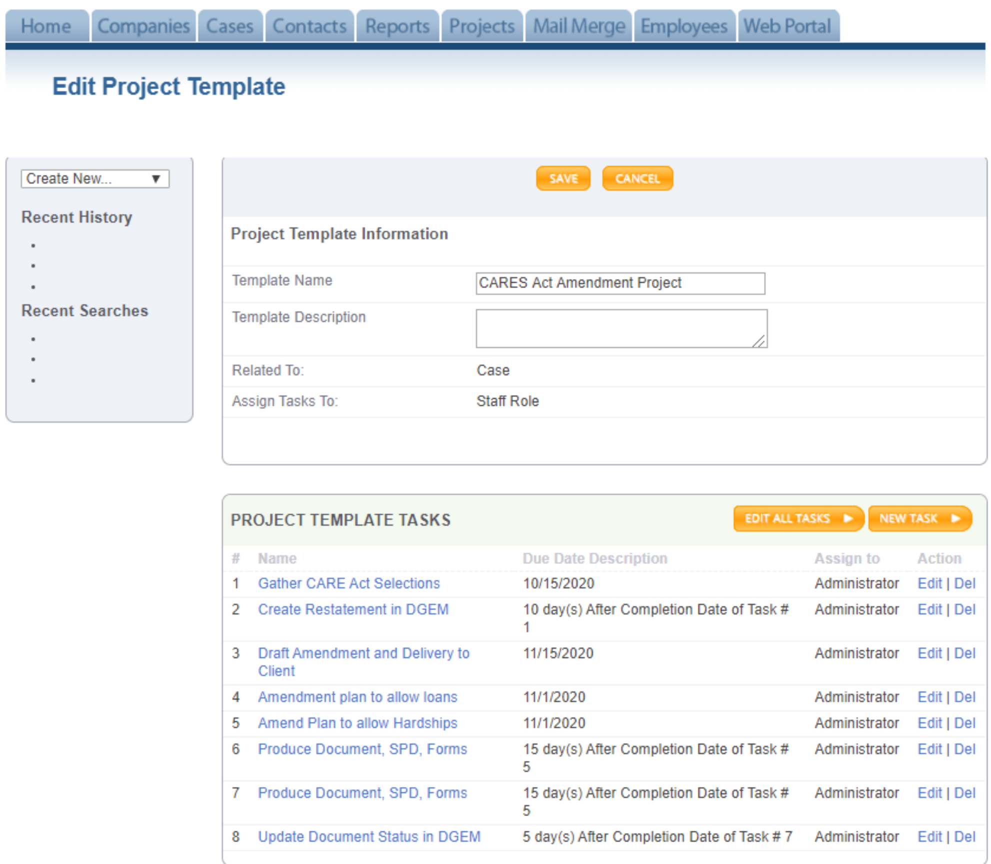
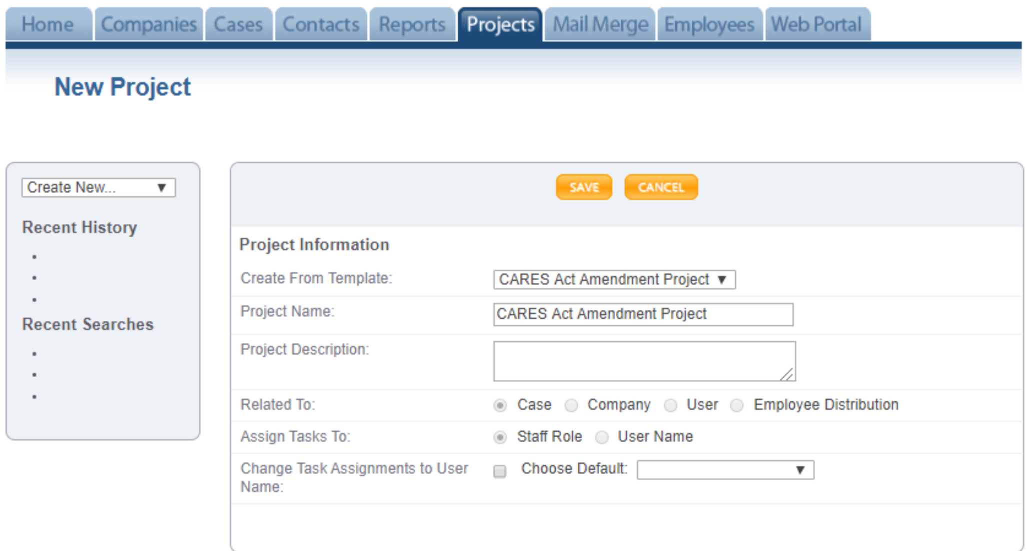
4. Return to the Manage Project Templates – PROJECT TEMPLATES panel to Edit the Template. Click Edit in the Action row next to the Template Name to create/edit tasks and workflow.



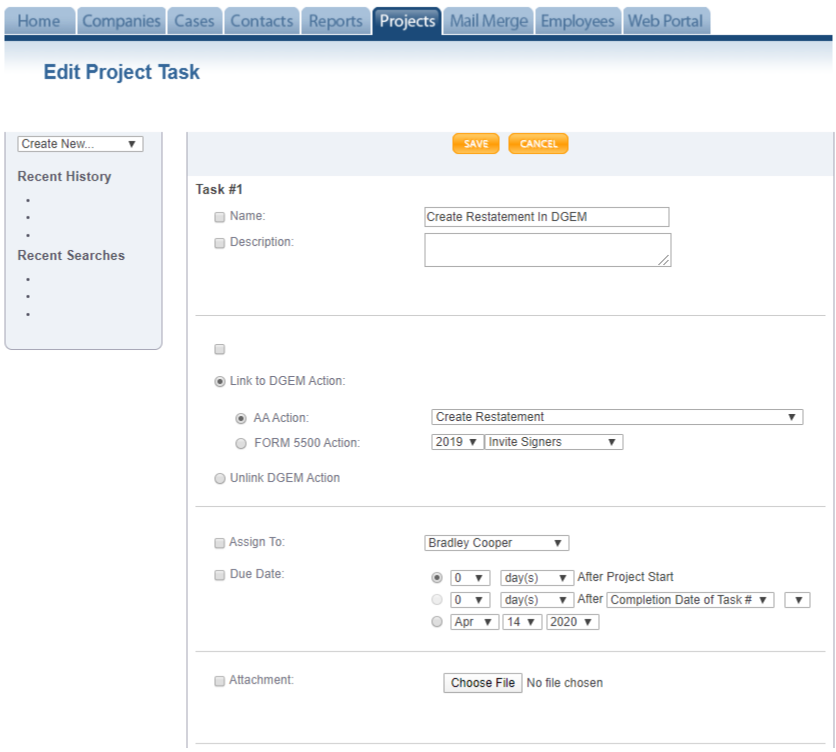


5. Go to the Project Tab. In the "NONSCHEDULED PROJECTS" panel, click "NEW PROJECT" The Template will be available on the "Create From Template" drop down box in a new Project Information box.

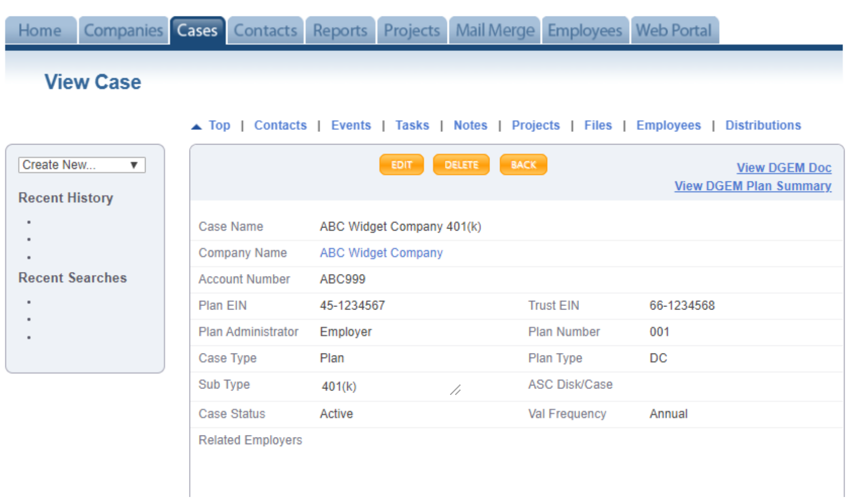


CATTS DGEM Integration

1. Link DGEM Action to Project Task Completion and track progress automatically as documents are changed.



2. Link to the real time DGEM Doc or DGEM Plan Summary directly from CATTS for every plan

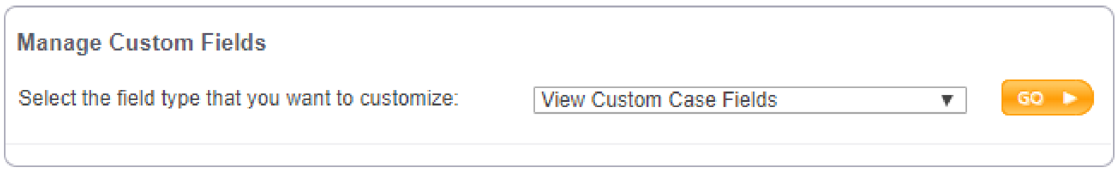


3. Integrated Plan features for Distributions and Loans are displayed on the CATTS Case Plan Information screen. Generate reports to identify any plan amendments for loan and distribution changes due before December 31, 2020

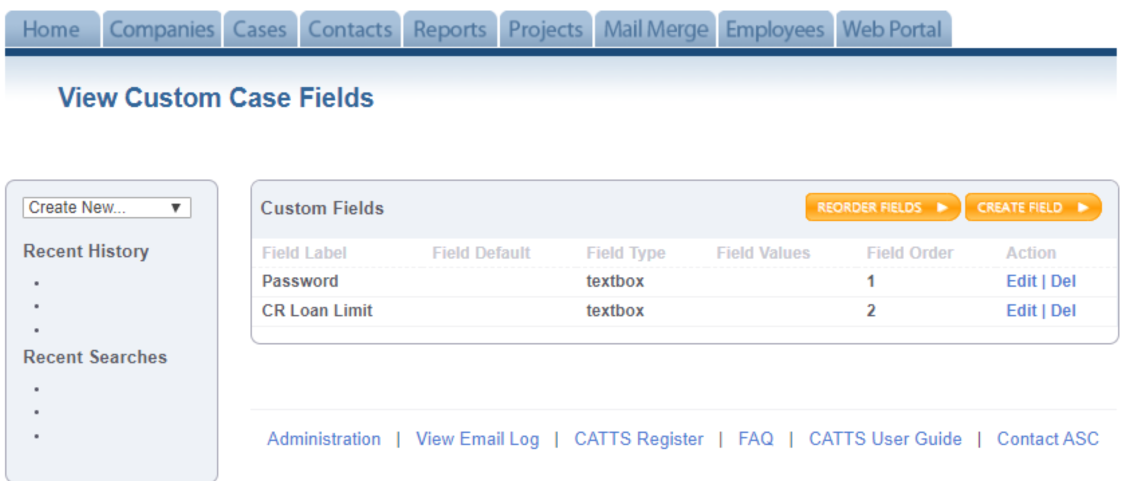
Plan Information	Hide		
Effective Date	1/1/2004		
Plan Year End	12/31		
Version	V1 PPA	DGEM Document Status	
Entity	C-Corp	Eligibility	6 months, Age 20.5
Entry Dates	Semi	Safe Harbor Contributions	☐
Roth Contributions	☑	After-Tax Contributions	☐
Rollover Contributions	☑	Automatic Rollover	☑
In-Service Distributions		QNECs	☐
J&S Annuity Rules	☐	Loans	☑
Number of Participants	52	Total Trust Assets	
Gemini		PBGC Required	☐
Insured	☐	SAR Required	☐
Vesting Schedule	6-year graded	Normal Retirement Age	65
Hardships Allowed	☐	Catch-up Allowed	☑
Allocation Conditions		Allocation Formulas	
Exclusions		Timing of Distributions	Reasonable period following termination of employment

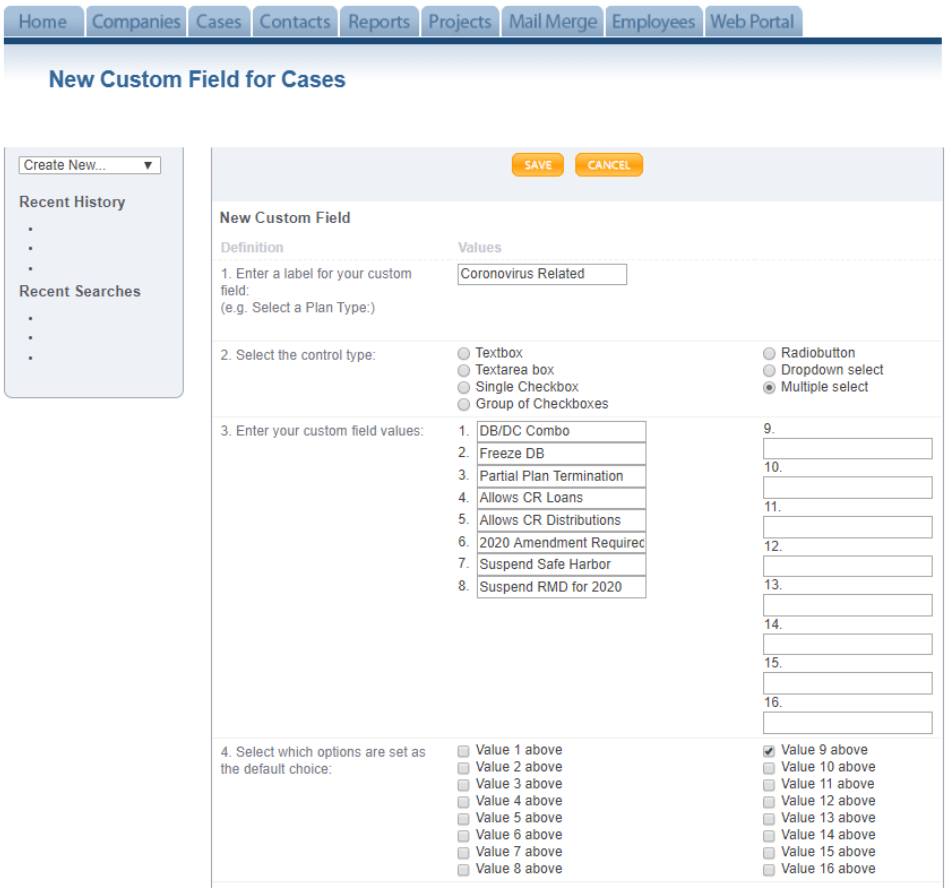
Partial Plan Termination and Freezing DB Plans

1. Tag Partial Plan Terminations and DB plan considerations with Custom Fields. To create Custom fields, select Administration from the bottom toolbar. Scroll to the Manage Custom Fields panel. Click Go.

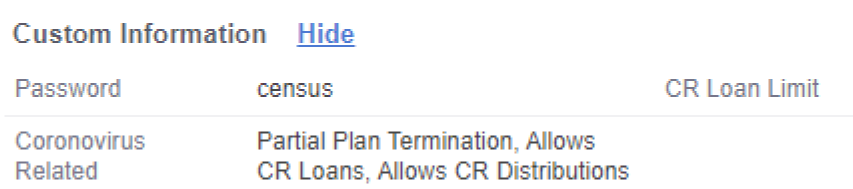


2. Click “Create Field” to move to the New Custom Field screen. Enter New Custom Field selections and Click “Save”.



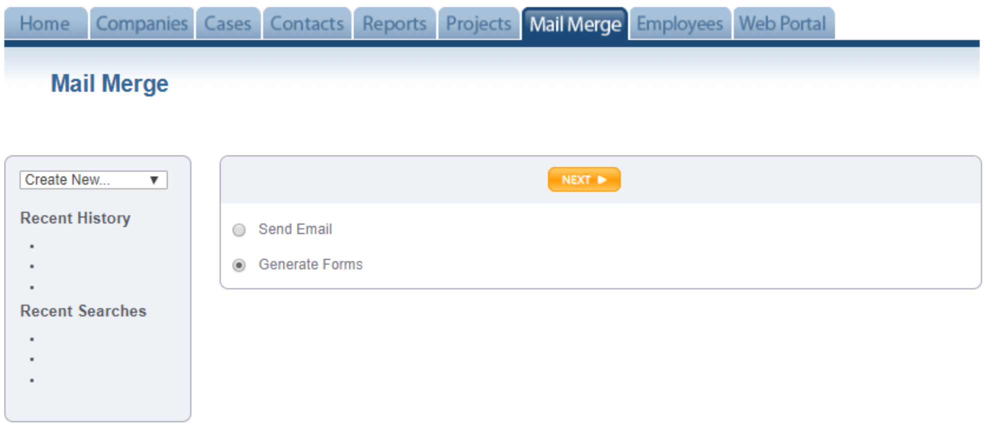


3. Custom Fields may be created, populated and displayed for Cases, Companies, Contacts, Employees and Employee Distributions.

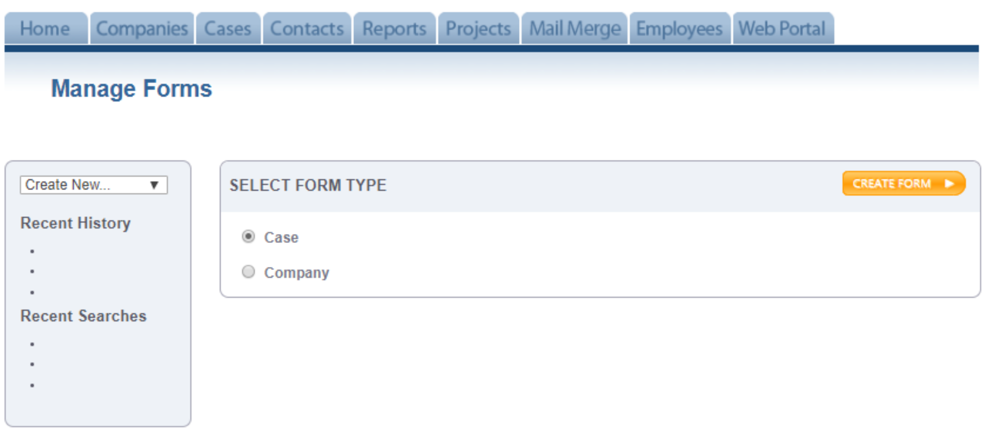


CATTS COVID-19 Forms

1. To create a Form, click on the “Mail Merge” Tab. Select “Generate Forms”. Click Next.



2. Select Form Type, Case or Company. Click CREATE FORM.



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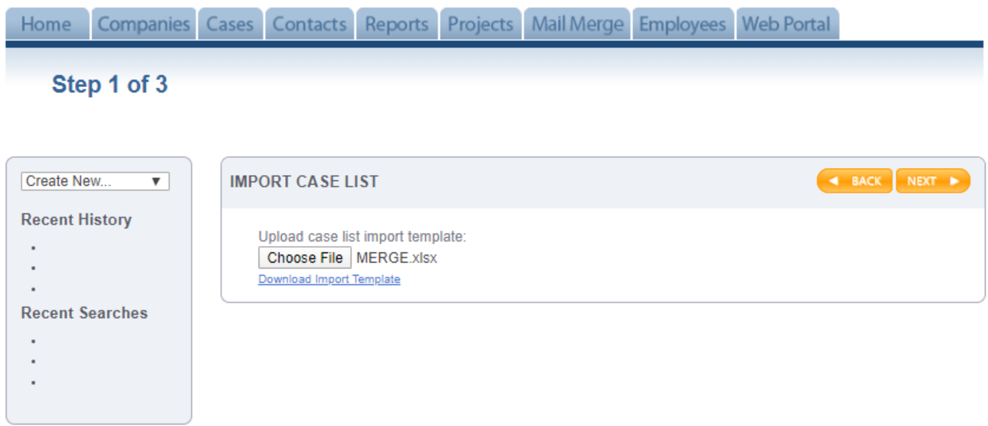
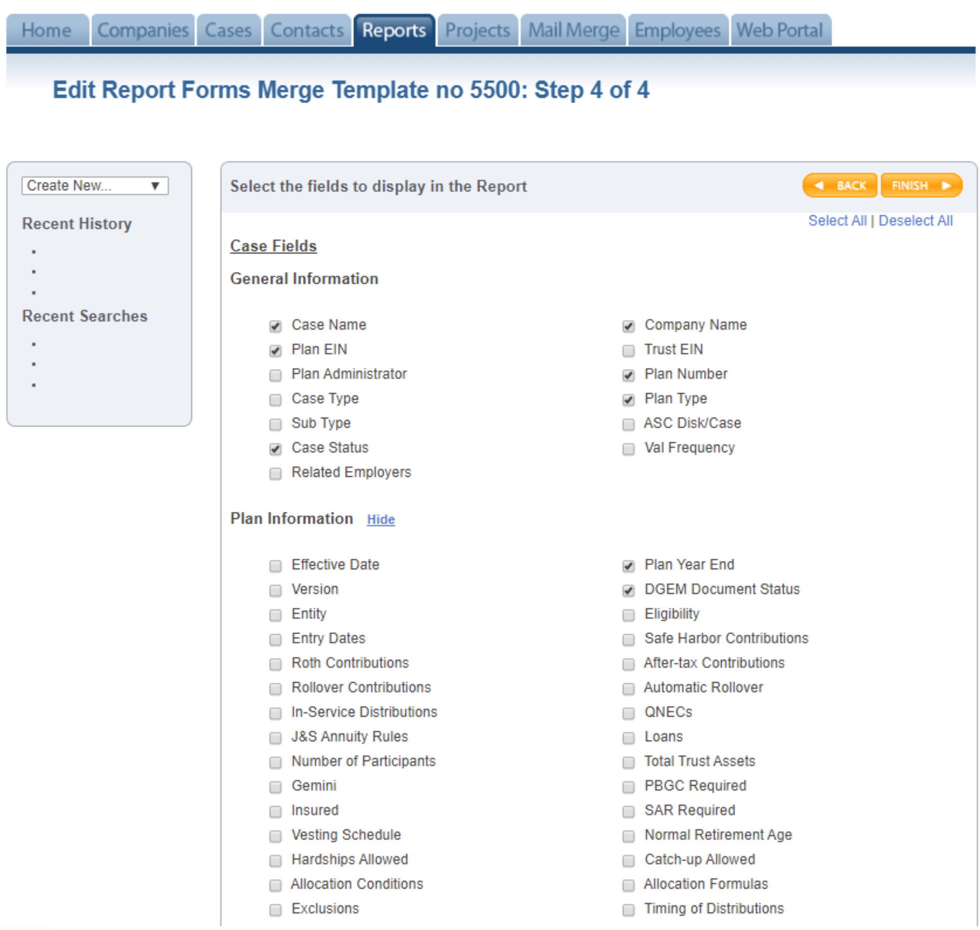
3. IMPORT CASE LIST (or COMPANY LIST), Choose File and browse to attach the case file and click Next.



An Import list must be established by creating a Case or Company Report under the Report Tab. On the Report process, Step 4 of 4, indicate fields to include on the report. Criteria may include Case Status, Plan Type, Plan Year End, DGEM Document Status, Document Type, and DGEM Client Status.

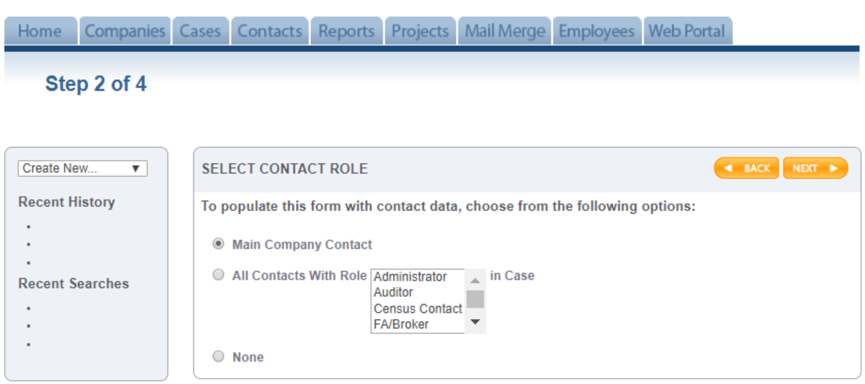


CASE_NAME	PLAN_EIN	PLAN_NUMBER	PLAN_TYPE	CASE_STATUS	PLAN_YEAR_END	DGEM_DOCUMENT_STATUS
403b plan	88-1233219	1	DC	Active	12/31	in process
403b DGEM Integration Production	35-1397848	003	DC	Active	12/31	sent to client
Church Plan	35-1397848	002	DC	Active	12/31	in process
October 2019 Release DFG Widget Company 401k	45-1234567	001	DC	Active	12/31	sent to client
403b	45-1234567	003	DC	Active	12/31	in process
ABC Widget 403(b)	45-1234567	005	DC	Active	12/31	in process
Anderson Davis 401(k) Plan	881234561	001	DC	Active	12/31	inactive
Chapter 7 Documentation	16-1107201	001	DC	Active	12/31	in process
Dystheworks Incorporated 401k Profit Sharing Plan	45-3855020	001	DC	Active	12/31	in process
Employee Benefit Concepts, Inc. 401(k) Plan	201291784	001	DC	Active	12/31	executed
Employee Benefit Concepts 403(b)	20-1291783	003	DC	Active	9/30	in process
Frank Blue Retirement Plan	77-3214569	001	DC	Active	12/31	in process
Frog Staffing, LLC 401(k) Plan	48-1288851	001	DC	Active	12/31	in process
Golf Team Products, Inc 401(k)	11-3781940	001	DC	Active	12/31	in process
University Counseling Practice 401(k)	16-1426208	001	DC	Active	12/31	in process
ASC Val to CATTS Compliance- Joes Autobody	34-1401480	001	DC	Active	12/31	in process
Natalie's Italian Bakery 401(k) Plan	86-7258000	001	DC	Active	12/31	in process
ABC Widget Safe Harbor	58-2412540	002	DC	Active	12/31	executed

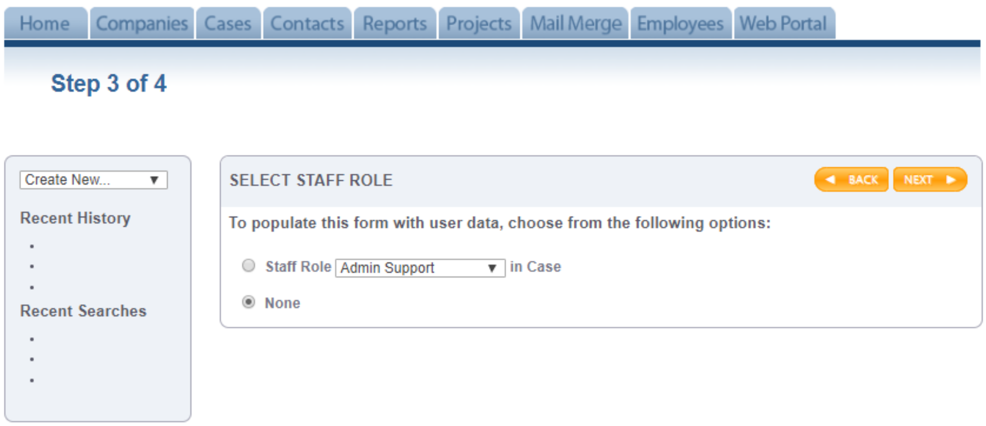
4. In Excel, use the data sort to compile the list of Cases targeted for Forms. Then modify the report into a file than includes the EIN and the Plan Number. The header "EIN" and "Plan Number" must be included on line one of the import file. Save the file to your system for accessing with the Form Merge process.

EIN	Plan Number
88-1233219	001
35-1397848	003
35-1397848	002
45-1234567	001
45-1234567	003
45-1234567	005
881234561	001
16-1107201	001
45-3855020	001
20-1291783	003
77-3214569	001
48-1288851	001
11-3781940	001
34-1401480	001
86-7258000	001
58-2412540	002

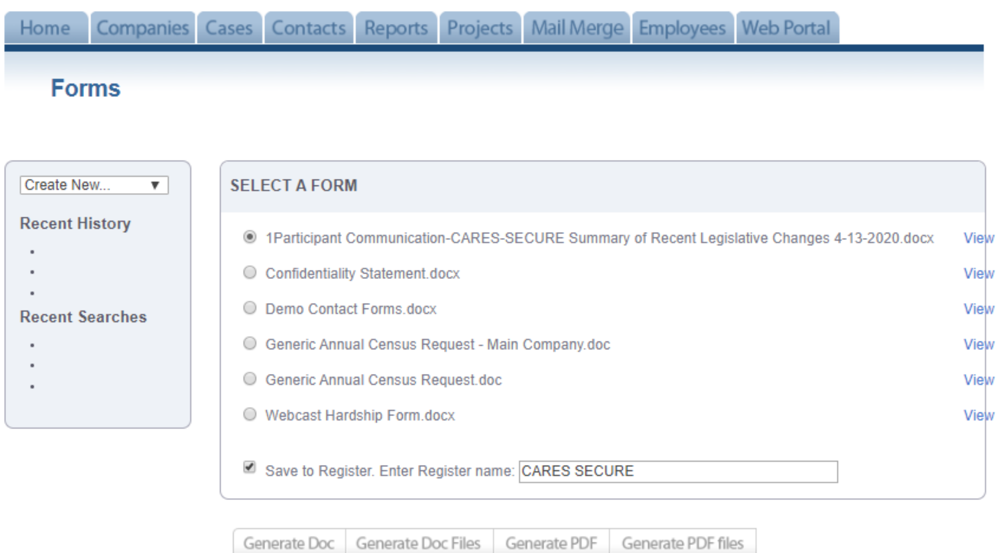
5. Step 2 of 4 – SELECT CONTACT ROLE for the Form.



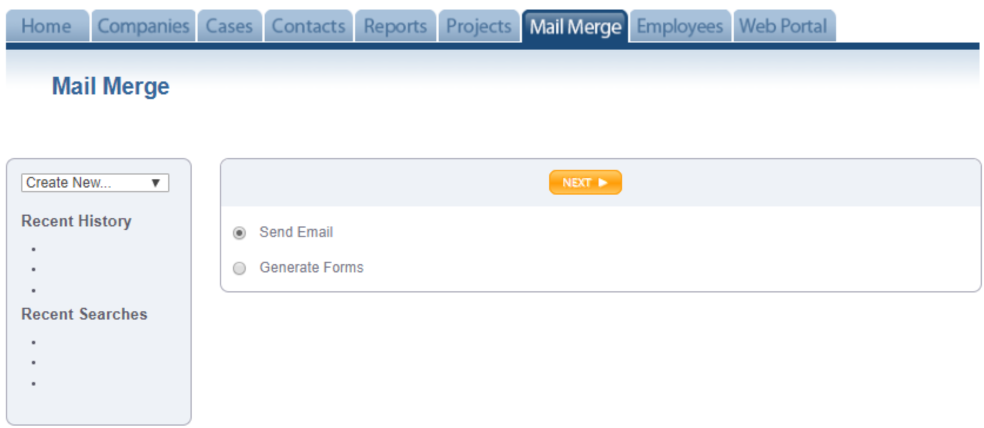
6. Step 3 of 4- SELECT STAFF ROLE only if merging user data with the form.



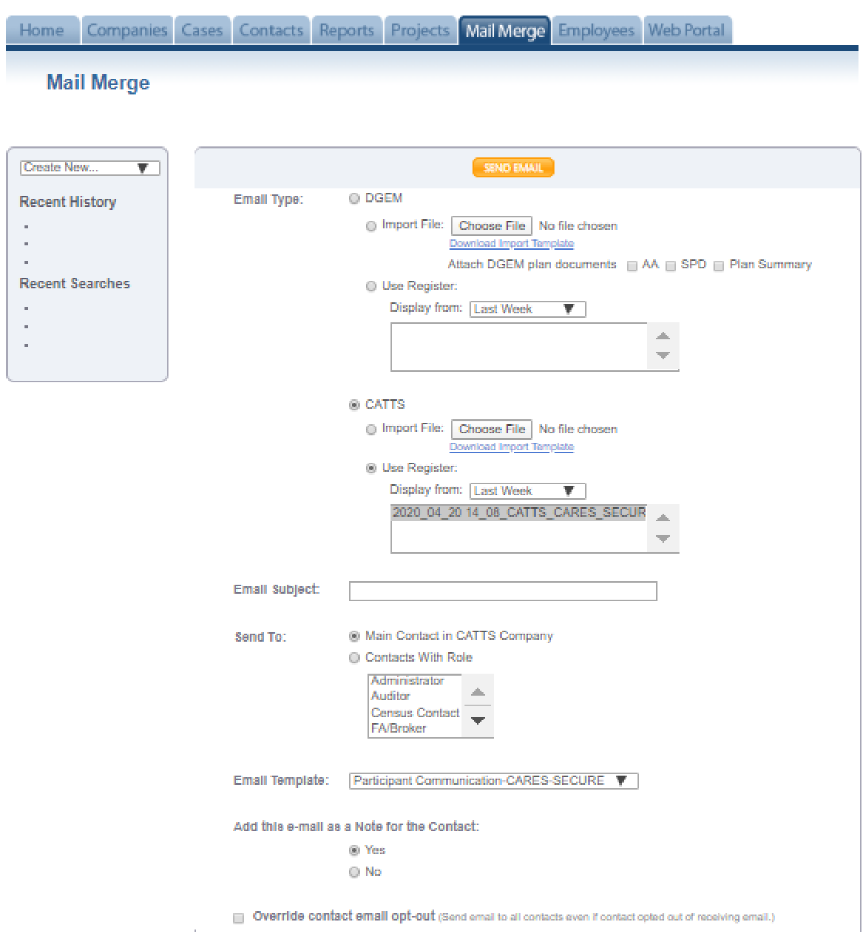
7. SELECT A FORM and check the “Save to Register” box. Enter Register Name: label in the box.



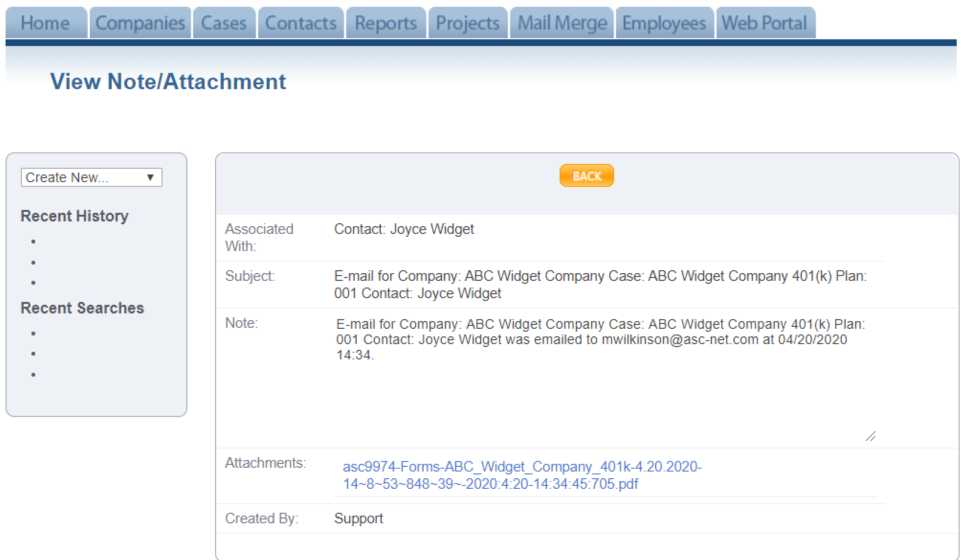
8. To Email Documents created with the Register, go back and Click on the Mail Merge Tab. Select “Send Email” and “Next”.



9. Select “CATTS” and “Use Register”. Highlight the Register created in Step 7. Select “Send To:”, Email Template: and Click “Send Email”.



10. Select “Yes” Add this e-mail as a Note for the Contact: to store a copy of the email under the Contact record.



11. Email Delivery – the email recipient will select “Click here to download the file attachment” to access the Form.

Click here to download the file attachment. <https://catts.asc-net.com/ProjectsBasket/CATTS/LogFormEmail_CATTS.aspx?l=https%3a%2f%2fcatts.asc-net.com' ABC_Widget_Company_401k-4.20.2020-14%7e8%7e53%7e848%7e39%7e.pdf&tId=1608>

SUMMARY OF RECENT LEGISLATIVE CHANGES FOR THE
ABC Widget Company 401(k)

Due to the recent enactment of several laws, we have made operational changes that may affect your rights under the Plan. This "Summary of Recent Legislative Changes" ("Summary") describes how those changes may affect you. This Summary overrides any inconsistent information included in the Plan's Summary Plan Description (SPD) or other Plan forms. We will formally amend the Plan after the IRS issues guidance applicable to these changes.

- **Minimum required distributions.** Several changes have been made to the required minimum distribution rules under the Plan.
  - If you attain age 70½ after December 31, 2019, your required beginning date for receiving required minimum distributions will be based on your attainment of age 72 rather than age 70½.
  - The rules for when a designated beneficiary must receive minimum distributions are modified. Generally, a designated beneficiary must receive your (the Participant's) entire benefit by the end of the tenth calendar year following the year of your death. Exceptions to this rule apply if your designated beneficiary is (1) your surviving spouse, (2) disabled, (3) chronically ill, (4) not more than 10 years younger than you, or (5) your child who has not reached the age of majority.
  - For the 2020 calendar year, the required minimum distribution rules do not apply to the Plan. If you were otherwise supposed to receive a required minimum distribution for the 2020 calendar year, please contact the Plan Administrator to discuss your options.

- **Credit card loans.** Effective after December 20, 2019, you may not receive a Participant loan through any credit card or any other similar arrangement.

- **Disaster-related distributions and loans.** Special rules related to certain federally-declared natural disasters may apply for distributions and loans under the Plan. If you have been affected by a federally-declared natural disaster, please contact the Plan Administrator to see if these special rules apply to you.

- **Coronavirus-related distributions.** The Plan now allows for certain distributions related to the coronavirus crisis. These coronavirus-related distributions (CRDs) are available through December 30, 2020 and may not exceed $100,000 or 100% of your vested account balance. To be eligible to receive a CRD, you must certify that you satisfy one of the following conditions:

  1. You have been diagnosed with the virus SARS-CoV-2 or with the novel coronavirus disease (COVID-19) by a test approved by the Centers for Disease Control and Prevention (CDC).
  2. Your spouse or dependent has been diagnosed with SARS-CoV-2 or COVID-19 by a test approved by the