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2021 VIRTUAL

ERISA BASICS NATIONAL INSTITUTE

MINIMUM STANDARDS FOR TAX-QUALIFIED RETIREMENT PLANS

Tuesday, October 26, 2021 | 3:30-5:30 pm Eastern

Questions & Materials Files

Questions?

Attendees may submit questions via the 'Questions' tab in the virtual conference platform interface.

Files

To download a copy of the materials for this session, please visit the ['Materials'](#) link posted in this room under the panel description.



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Panelists

Al Holifield, *Holifield & Associates*
Sharon Goodman, *Slevin & Hart*



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Background

- ERISA
 - Title I – Department of Labor
 - Title II – Department of Treasury/IRS
 - Title IV – Pension Benefit Guaranty Corporation
- Satisfaction of Internal Revenue Code (“IRC”) for tax qualification
 - Voluntary
 - Many requirements duplicated in ERISA



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Tax Advantages of Tax Qualified Plan

- Significant Financial Benefits
 - Employer
 - Tax Deduction
 - Tax Deferred Build up of Plan Assets
 - Employee
 - Tax Deferral for Contributions
 - Match/Employer Contributions
 - Tax-deferred build-up of plan assets



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Consequences of Code Nonqualification

- Plan Disqualification
- Loss of Employer Deduction
- Plan Earnings are Taxed
- Vested Participants Taxed on Contributions and Value of Plan Benefit Before Paid



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Topics To Be Covered

- Types of plans
- Types of plan formulas
- Calculating service
- Participation and coverage
- Vesting
- Forfeitures
- Plan loans
- Defined benefit accrual rules
- Benefit limitations
- Timing of benefit payments
- Forms of benefit payments
- Taxation of benefits



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Variety of Qualified Retirement Plans

- Single Employer Plan vs. Multiple Employer
- Multiemployer Plan
- Application of qualification rules vary based on type of plan or type of entity sponsoring plan



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Defined Benefit (DB) Plan Structure

- Definite formula providing fixed benefit for life at normal retirement age
- Often formula based on salary, hours, work
- Enriched for early retirement or longer service (w/in limits)
- Contributions
 - Employer responsible (employee contributions rare)
 - Based on actuarial projections of funding needs
- Employer bears investment risk
- Provides benefits for surviving spouse unless waived
- Title IV of ERISA/PBGC Insurance



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Defined Benefit Plan Types

- **Types of Defined Benefit (“DB”) Plans.**
 - Final pay plans
 - Career average plans
 - Flat benefit/fixed/unit credit dollar plans
 - Cash balance plans and hybrid defined benefit
 - “Integrated” plans
 - Employee contributory plans – can be used with any of above.



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Defined Contribution Plan Structure

- Contributions + investment earnings or losses = accrued benefit
- Plan specifies when contributions are made
- Benefits often payable before retirement
- Definitely determinable benefits – plan specifies how allocations will be done
- Employer contributions generally percentage of compensation



Defined Contribution Plan Types

- 401(k) Plan -- technically feature of plan (e.g., part of profit sharing plan)
- Profit Sharing Plan
- Stock Bonus Plans
- Money Purchase Pension Plan
- Employee Stock Ownership Plan
- 403(b) Plan
- DC plan must state whether it is intended to qualify under Code as money purchase pension plan, profit sharing plan or stock bonus plan.



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Employer/Plan Sponsor

- Purpose of aggregation of related entities
- Controlled groups
- Affiliated service groups
- Plan Sponsor
 - Single employer plan = employer
 - Multiemployer = Board of Trustees
 - Multiple Employer = Board of Trustees



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Definition of Employee

- Common Law
- Self-Employed Individuals
- Leased Employees



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Calculating Service

- Hours of Service
 - The Basic Definition
 - Plan Document
 - Equivalencies



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Calculating Service

- Elapsed Time Alternative Rule
 - Periods of Service
 - Periods of Severance
- Changing from Hours Counting Method to Elapsed Time Method



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Calculating Service

- Computation Periods
 - For Eligibility and Participation
 - For Vesting
 - For Benefit Accrual
 - Changing Computation Period



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Breaks in Service

- Breaks in Service
- The Rule of Parity
- One-Year Hold Out Rule
- Family Leave
- Military Leave



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Eligibility To Participate

MAXIMUM AGE AND SERVICE CONDITIONS ON TIME OF PARTICIPATION

- **Minimum Age and Service Basic Rule.**
 - No more than 1 year of service and no age limit above 21; or
 - Up to 2 years of service if 100% vested after 2 years
- **Initial Participation.**
 - Employee who meets eligibility rule must commence participation no later than earlier of:
 - 1st day of 1st plan year after meeting age and service rules; or
 - A date six months after satisfying age and service rules.
- **No Maximum Age Conditions.**



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Exceptions to Eligibility

- **Permissible Business Criteria Exclusions.**
- **Caution** -- IRS Field Directive on part-time employees
- **One-Year Hold Out.**
 - General Rule: All years of service with employer taken into account for eligibility.
 - Reemployed person picks up where she left off on years of service *as of* her reemployment date.
 - Exception: “One year hold out” rule allows plan to disregard (temporarily) service credited *before* one-year break in service until year of service completed *after* return to employment.
 - Once employee completes year of service after reemployment, pre-break in service must be retroactively credited effective as of reemployment date.



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Vesting

- Vesting Based on Service
 - Defined Benefit Plans
 - Five-Year Cliff
 - Three-to-Seven Year Graded



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Vesting

- Vesting Based on Service
 - Defined Contribution Plans
 - Three-Year Cliff
 - Two-to-Six Year Graded



Vesting

- Vesting Based on Normal Retirement Age (“NRA”)
 - § 411(a)(8) – later of age 65 or 5th anniversary
 - Substantiation if age 55-62
 - Multiemployer plan safe harbor



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20

23

Vesting

- Can't amend plan to take away vested right
- Can't extend vesting schedule for anyone with at least 3 years of service
- Full Vesting of Affected Participants Required
 - Plan termination
 - Complete discontinuance of contributions
 - Partial plan termination
- Faster Vesting
 - Top Heavy DB Plans
 - Hybrid Plans



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Forfeitures

Benefits Cancelled But Not Treated as Forfeitures

- Death
- Reemployment
- Retroactive Amendment
- Withdrawals
- Cessation/Reduction of Contributions Under Multiemployer Plan
- Forfeiture of Matching Contribution



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Plan Loans – Basics

Loans to participants if certain conditions met:

- Must not exceed lesser of (a) \$50,000 minus highest outstanding unpaid loan balance in year before new loan, or (b) greater of ½ of vested benefit or \$10,000. **Special Rules During COVID-19.**
- Repay within 5 years unless to buy participant's principal residence.
- Substantially level payments (not less frequently than quarterly) with exceptions.
- May permit cure period for missed payments.
- Special rules for participants who enter qualified military service.
- Legally enforceable written agreement with amount, term and repayment schedule.
- Available to all participants and beneficiaries on reasonably equivalent basis;
- Must bear reasonable rate of interest; and
- Be adequately secured.



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Good Loans Gone Bad

- If loan fails to meet rules or defaults on payments = deemed distribution
 - Excise taxes if early distributions or to five percent owners.
- Deemed distribution not treated as in-service or rollover distribution.
- Plan loan offset occurs when account offset to repay loan.
- Offset = actual distribution. Can't offset if no in-service distribution.
- If deemed distribution but not repaid, no future loan nontaxable unless repayments by payroll deduction and more security.
- Deemed distribution counts for determining amount of future loans.
- To avoid deemed distribution, prior defaulted loan must be repaid in same substantially level installments.
- No limit on number of loans under final regulations.
- **Special Rules During COVID-19.**



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CODE LIMITS ON BENEFITS



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Minimums For Participation and Coverage

- **OVERVIEW**

- Qualified plan cannot be limited to highly compensated employees
- Plan must cover sufficiently broad group and proportionate number of lower-paid employees.
- Three general groups of rules:
 - Minimum age and service and time of participation rules to prevent unreasonable conditions **before** participation.
 - Minimum coverage rules to ensure sufficient % of lower paid employees **eligible** to participate.
 - Minimum participation rules to ensure employers cover sufficient # of employees.



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Limits on Defined Benefit Plan Accrual Formulas

- Subject to accrual rules, benefits need not accrue uniformly. Formula may be “frontloaded,” *i.e.*, richer for earlier years of career or “backloaded” so pension units higher for later years.
- **Statutory Constraints on Defined Benefit Accruals.**
- DB accrual formulas must meet 1 of 3 statutory tests:
 - “3% method”
 - “133-1/3% rule”
 - “Fractional rule”
- Accrual tests make allowances for accelerated benefit growth toward end of employee’s career due to benefit and pay increases.



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Limits on Defined Benefit Plan Accrual Formulas

Age discrimination.

- Accruals may not be reduced or discontinued on account of employee's age.
- May set outside limits on accruals based on length of service (e.g. a maximum of 30 years of service)
- May offset benefits paid to employee working past NRA for post-NRA benefit accruals.
- May suspend benefits at NRA if continue to work (rules vary by type of plan)
- PPA supports hybrid plans (e.g., cash balance plans) -- not age discriminatory if participant's account balance, determined as of any date under plan, at least as great as similarly situated, younger participant. (Conditioned on interest credits not greater than market rate of return.)



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Maximum Annual Benefit Limits

Code §415 limits:

- annual pension that employer may provide to employee under all of qualified **DB** plans it sponsors
- amounts that may be allocated each year to employee's accounts under all of employer's **DC** plans.
- Maximum annual DB pension limit \$230,000 in 2021 (indexed annually) for benefit payable annually as life annuity or QJSA at NRA.
- Benefit in another form adjusted to equivalent of straight life annuity.
- Maximum limit reduced for retirements before age 62 and increased for retirements after age 65.
- Options for plans to increase payments after retirement if restricted by Code §415 (but not retroactively).



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Maximum Annual Benefit Limits

Maximum annual limits reduced for:

- Employees with less than 10 years of service (10% of limit per year).
- 100% of employee's average pay for highest-paid 3 consecutive years of plan participation. (Not applied to multiemployer plans.)
- High 3 Limit phased in at 10% per year over employee's years of service (not participation!) including before plan was adopted.
- "Pass" for annual pension of up to \$10,000 for employees never covered by employer's DC plan (phased in over 10 years.)
- Definition of pay used in plan formula also limited.
 - Safe harbor definitions of pay and options
 - Code limit on includible pay (\$290,000 for 2021)



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Other Annual Benefit Rules/Limits

- **Definitely determinable benefits.**
 - Participant's benefits under DB plan must be "definitely determinable" at any given time.
 - Need fixed formula, even if all facts, such as final average pay or total service, may not be known at every point.
 - Limits employer discretion
- **Top-heavy requirements.** Ratio of value of accrued benefits for key employees (5% owners, 1% owners over \$150,000 and 50 highest-paid officers over \$185,000) vs. non-key can't exceed 60%.
- Minimum accrual for non-key employees if top heavy plan in year.
- **Other federal laws.**
 - Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA")



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TIMING OF DISTRIBUTIONS



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Time of Payment From DC Plan

- Typically, termination of employment
- While employed (profit sharing, stock bonus)
 - Occurrence of specified event (e.g., disability)
 - After fixed number of years
 - Hardship
 - After age 59 ½
 - **COVID-19 distributions**
- 401(k) plan – qualified reservist distributions
- Plan termination (401(k) partial termination)



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Time of Payment From DB Plan

- Attainment of normal retirement age or early retirement age
- Disability
- Death
- In-service distribution option after 12/31/19 to age 59½.



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Required Minimum Distributions

- Distribution must begin by April 1 of calendar year following later of calendar year participant:
 - Reaches age 70 ½
 - Retires
- 50% excise tax on participant if required amount not distributed
 - Waived for reasonable error
- SECURE Act - Effective 12/31/19, required beginning date increased age from age 70½ to age 72 for participants who reach age 70½ after 12/31/19
- **COVID-19 exceptions**



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Timing of Distributions After Death

- Distributions after death continue as selected by participant, can't slow payment stream
- If distributions have not begun at death, paid to beneficiary
 - Within 5 years
 - Begin within 1 year and paid over beneficiary's life
- Spouse may defer until participant's RMD



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BENEFIT PAYMENT FORMS



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Standard DB Payment Options

- Single life annuity-required “QJSA” for unmarried participants
- Joint and survivor annuity-qualified and optional
- Term certain annuities (e.g., 120 months)
- Lump sums – perhaps limited to small benefits (\$5,000 or less)



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Standard DC Payment Options

- Lump sum
- Installments for 10, 15, or 20 years
- Money purchase pension plans must satisfy QJSA/QPSA/QOSA rules
- Other DC plans not affected if –
 - No annuities
 - Surviving spouse is sole beneficiary or consents to another beneficiary



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Taxation of Distributions

- A. Penalties on Early Distributions (COVID-19 exceptions)
- B. Special Treatment for Lump-Sum Distributions
- C. Basis Recovery Rules
 - 1. General
 - 2. Defined Benefit Plan
 - 3. Defined Contribution Plan
- D. Net Unrealized Appreciation
- E. Rollovers
- F. Direct Rollovers



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