

2016 Year End Reminders

This communication includes the following notices:

- Distributions for 2016 must be processed by 1 pm MT, December 30, 2016
- Roth Conversions must be processed by 1 pm MT, December 30, 2016
- December 2016 Statement Messages by December 30, 2016
- Qualified Plans and 401(k) Establishment Deadlines by December 30, 2016
- Cost Basis Reports
- RMD Report
- January 2017 RMD Systematic Distributions
- Holiday Closure

Distributions for 2016 must be processed by 1 pm MT, December 30, 2016

Distribution requests, including those where federal and/or state withholding is requested, must be processed by TCA no later than 1 pm MT, December 30, 2016, to allow time to deposit withholding for tax year 2016. In order to meet this deadline, please ensure that the applicable distribution forms are accurately completed, funds are available with pending liquidations having been settled and all requests are submitted to TCA prior to 1 pm, December 30, 2016. Requests received after this time will be processed and reported as tax year 2017 transactions.

****To avoid the last minute rush, sign-up for the on-line distribution feature. ****

To learn more about on-line distributions, please contact your relationship manager.

Roth Conversions must be processed by 1 pm MT, December 30, 2016

Roth Conversions must be completed by 1 pm MT, December 30, 2016 in order to be coded as a 2016 taxable event. In addition to Roth conversion documentation being in good order, cash and/or assets and applicable withholding must also be available prior to December 30, 2016.

December 2016 Statement Messages

All IRA owners will have a statement message from Trust Company of America on their December statements as follows:

Message from Trust Company of America

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Your account balance as of December 31st will be reported to the Internal Revenue Service as the Fair Market Value for your IRA.

Advisor Personalized Statement Commentary. If you would like to provide a message to your clients on your December 2016 statements, send your message to your relationship manager before December 30, 2016. Statement messages received after this date will delay the creation and mailing of your statements.

Note: If you already have a recurring statement message, that message will continue unless we receive new instructions from you.

Statement Inserts. If you have a statement insert, please notify your relationship manager by December 30, 2016. Please provide a PDF version of the insert to be included with electronic statements.

If you wish TCA to print your insert, send the PDF version of the insert to your relationship manager by December 16, 2016, so that a quote for you can be prepared and that ample time is provided for the printing process.

Qualified Plans including 401(k) Plan Establishment Deadlines

Qualified Plans, including 401(k)s must be established by December 30, 2016 in order for the plan to be considered in effect for calendar year 2016. If both the employer and the plan trustee have signed and dated the Qualified Plan Adoption Agreement, documents are complete, accurate and received by December 30, 2016, TCA considers the account open and in effect for calendar year 2016. Employer contributions to the plan may be made in 2017 up until the company's tax filing deadline. If a contribution is an employee pretax or a Roth deferral, then the contribution must be made on the earliest date that the contribution can be paid by the employer to the plan, in accordance with IRS guidelines.

Cost Basis Reports

Cost Basis Not Received – Transfers In: To help you identify any positions transferred to TCA for which we have not received cost basis data, you can run the Cost Basis Not Received – Transfers In report. This report identifies all taxable accounts that have assets with a cost basis of zero.

Please ensure that cost basis information is provided to TCA by December 30, 2016 but no later than January 13, 2017.

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RMD Report to Determine Status of RMD and LEP Requirements

The RMD report is available as a standard report on Liberty enabling you to monitor the status of your clients' RMD and LEP requirements. The RMD report is also available at the representative level. The report lists all IRAs where the account owner reached the age of 70 1/2 prior to January 1, 2017, or is a Beneficiary IRA which is eligible for LEP payments and provides the following information:

- Account's previous year end value
- The divisor (how the RMD or LEP should be calculated)
- Required RMD or LEP amount
- RMD or LEP taken
- Scheduled distribution amount remaining
- Total RMD or LEP amount taken and scheduled distributions remaining
- Current shortfall
- Expected shortfall
- Adjusted systematic distribution RMD (if RMD or LEP is set to recalculate each year)

Important:

If the account transferred to TCA on or after January 1, 2016, the prior year end market value will need to be provided to TCA in order for the 2016 RMD or LEP to be calculated.

For those IRA owners that have completed a Roth Conversion from their IRA account and still need to satisfy their RMD requirement for the year, please use the column that displays the total required RMD amount for reference rather than just viewing the total taken column of the report as that column contains all distributions taken from the account including Roth Conversions.

January 2017 RMD Systematic Distributions

The December 31, 2016, Fair Market Value (FMV) will not be finalized for 2017 RMD calculations until the second/third week in January 2017.

Monthly, Quarterly, or Semi-annual Systematic Distributions. Any monthly, quarterly or semi-annual systematic distributions scheduled for January 1st – 24th will not be based on the 2016 FMV. These payments will be the same amount as the 2016 systematic RMD payments. Then

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prior to the February systematic payment, your relationship manager will calculate and modify the remaining systematic amounts to meet the required minimum distribution.

Holiday Closures

In observance of the holidays, TCA will be closed on:

- Thursday, November 24, 2016
- Friday, November 25, 2016 – early closure at 2 pm MT
- Monday, December 26, 2016
- Monday, January 2, 2017

If you have any questions regarding this notice, please contact your relationship manager.