



Principal Bank
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 A member of the Principal Financial Group^o

**Principal Bank Safe Harbor
 IRA Implementation Checklist**

**Please complete Page 3 and return the
 Checklist to Principal Bank.**

This IRA Implementation Checklist will help you understand the processes and timing for rolling over your small balance retirement accounts to Safe Harbor IRAs with Principal Bank.

For questions, please contact the Principal Bank Safe Harbor Hotline at 1.800.672.3343, extension 39180.

Getting Started	When you've decided to use Principal Bank Safe Harbor IRAs
1.	Review and Complete the Principal Bank Rollover IRA Agreement.
2.	Review and Complete the information on this Implementation Checklist, page 3.
3.	Make two copies of each of these documents for future use: <ul style="list-style-type: none"> • IRA Agreement • IRA Implementation Checklist, page 3
4.	Return the original IRA Agreement and IRA Implementation Checklist to Principal Bank in the enclosed envelope or by using the information below: Principal Bank Safe Harbor IRA Dept. 711 High Street – P-001-S10 Des Moines, IA 50392-0040
5.	Mail a copy of the IRA Agreement and Implementation Checklist to your Plan Administrator or other party responsible for your retirement program.
6.	Work with your Plan Administrator or other party to amend your Plan Agreement naming Principal Bank as your Rollover IRA provider.
7.	Inform your participants about the change in the law and the change to your retirement plan for the automatic rollover of small amounts.

Testing and Implementation	After Principal Bank Receives your Completed Documents
1.	Principal Bank will assign you a logon and password to Connect Enterprise, our secure server for sending Safe Harbor files.
2.	Principal Bank will forward additional implementation information including: <ul style="list-style-type: none"> • Principal Bank testing information, Bank contacts, testing requirements and testing dates • Funding requirements
3.	You will be responsible for preparing test files.
4.	Complete a Test Plan based on information provided by Principal Bank.
5.	Receive Bank test certification.
6.	Go live.

Processing Summary Information for Plan Sponsors

Opening New Accounts and Processing Files

The process for opening new accounts will be initiated electronically by creating a spreadsheet or file and forwarding the information to Principal Bank. Files may be forwarded to Principal Bank monthly, quarterly, semi-annually or annually. Please select your processing options on page 3 of this Conversion Checklist.

The two file options are explained below.

1. Comma Separated Values (CSV) – The layout for CSV can be found in the enclosed Appendix A.
 - CSV is a standard file format. To create a CSV file, complete the following steps:
 - a. Open Microsoft Excel
 - b. Create file using enclosed file layout information in Appendix A.
 - c. Select 'File – Save As'
 - d. In the 'Save As Type' field, select CSV



- Files will be sent to Principal Bank via a web-based solution, allowing for the secure exchange of data between the Bank and your file creator. Principal Bank will issue a User ID and password to log into the website. Both CSV and XML file options will be sent to Principal Bank using this type of file transmission.
2. XML Processing – Principal Bank supports standard IFX message format. The file layout for XML processing is available upon request.

Funding Accounts

You will electronically fund new accounts or add funds to existing accounts by using either ACH or Wire Transfer processing. Detailed funding information will be sent to you based on your selection on page 3 of this checklist.

Processing Checklist for Plan Sponsors

Please complete the information below and return this page and the signed Rollover IRA Agreement to Principal Bank. By completing this page, you are providing Principal Bank with the information required to place your accounts in the testing and implementation queues.

Plan Sponsor or Employer Name _____

EIN (Employer Identification Number) _____

Opening New Accounts – File Type and Frequency

Type of File: Comma Separated Values XML File

Anticipated Volume _____

Frequency: Annually Semi-annually Quarterly Monthly

Funding Account Selection

Wire transfer ACH – Automated Clearinghouse processing

Testing and Production Schedule

Please specify the dates when you would like to test and send your live files. Principal Bank will assign testing and implementation dates on or after your requested dates, based on our implementation queue at the time you submit this information.

Testing to begin on or after _____

Live files to begin on or after _____

Contact Information

Please provide us with information on the person or persons responsible for creating and sending the files, funding and reports. This may be your Plan Administrator or TPA. Please indicate which email should receive auto confirmation of received files: Primary Secondary (Select One)

Primary Contact Name _____

Phone Number – office and cell _____

Fax Number _____

E-Mail _____

Responsibilities during
Test and Production _____

Secondary Contact Name _____

Phone Number – office and cell _____

Fax Number _____

E-Mail _____

Responsibilities during
Test and Production _____