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CLIENT  
REFERRAL  
PROGRAM:

If a client you recommend to us becomes our client, you can receive a 10% discount on annual



# The PRS Report

## ShareFile Accessibility:

ShareFile is a secure and simple cloud-based solution which we use to share information with our clients and their advisors. Each client has their own dedicated portal or folder containing sub-folders which organize plan information to allow for easy access to the particular information being sought.

Here is a listing of the ShareFile sub-folders, along with an description of the confidential contents contained in each of the folders.

Sub-Folder	Description of Contents (if not self-evident)	Description of Confidential Information
1099-R Forms		Contains names, Social Security #s and amount of distribution
70.5 Required Minimum Distributions (RMDs)		Shows Social Security #s and account balances as of a certain date
Benefit Distributions		Shows amount of benefit distribution payable and Social Security #s
Contribution Quotes		Shows the contribution amount and its allocation to each participant as well as pay
Data Requests	Annual Reporting packages requesting company information and census and asset information	Contains census information with dates of birth and Social Security #s. Censuses uploaded by clients will also contain compensation information
Employee Communications	Various employee notices, participant statements, Summary Annual Report	Employee notices and Summary Annual Report are not confidential; individual participant statements are confidential
IRS Filings	Form 5500 and all pertinent schedules	Nothing confidential since all 5500 Forms, with the exception of 5500-EZ, can be accessed by anyone on the DOL website
Participant Loans		Contains amount of loan, loan payment terms, and Social Security #s
Plan Documentation & Employee Handouts	Plan document, Summary Plan Description, any amendments	Nothing confidential
Reports	Letter and valuation report	Contains employee census with dates of birth, compensation, and individual account balances
<b>FOR DEFINED BENEFIT PLANS ONLY:</b>		
PBGC Forms		Nothing confidential
AFTAP Certification		Nothing confidential

## ShareFile Accessibility (continued)

Recently ShareFile has been enhanced to limit access to certain sub-folders if the “owner” (i.e., our client) so desires. We have sent out letters to each of our clients about these enhancements. Along with the letter is a listing showing those individuals with ShareFile permissions. Checkboxes are included so that the “owner” can specify whether a particular individual on the list is to be allowed access to all folders or only “non-confidential” folders. For example, an owner may want to delegate responsibility to an individual in the company to access and distribute required notices to plan participants. We can set up this individual in ShareFile to be allowed access to only non-confidential sub-folders within the portal.

Don't hesitate to contact us for more details or for a “tour” of ShareFile to further illustrate these new capabilities.



**Pension Review Services**  
445 Broad Hollow Road, Suite 8  
Melville, NY 11747  
Phone: (631) 465-0850 Fax: (631) 465-0855

**[www.pensionreviewservices.com](http://www.pensionreviewservices.com)**  
**email: [info@pensionreviewservices.com](mailto:info@pensionreviewservices.com)**