



January 25, 2011

RE: 2010 Compliance Testing

Dear Valued Client:

As you may know, part of our commitment to keeping your plan in compliance is conducting annual plan limits testing to ensure a successful IRS audit. In order to accurately perform these tests, we need you to provide us with annual data for 2010. We ask that you provide this data to us even if you have already been submitting data to us during the year which we post to our database upon receipt. In order to confirm that we are using accurate and reconciled data and make sure your plan is in compliance, we need to receive the requested year end data. Also, there is additional data we are asking for such as compensation which is generally not provided during the year.

This information is needed to perform our Third Party Administrator (TPA) services. We understand that this process is time-consuming and labor intensive on your part. However, this information sharing is necessary and accordingly, this industry-wide exercise will continue annually.

You may access an electronic version of our data requirements spreadsheet on our website. Please go to www.envoyplanservices.com and click on Forms and Tools. Select 2010 Compliance Testing Data Requirements Spreadsheet from the TPA Forms list.

Please submit your plan data for the entire 2010 calendar year by February 15, 2011. Do not include PERS/STRS or 401(a) contribution information in the data. Envoy must conduct all compliance testing by March 2011. This will allow time for us to complete any corrective actions on behalf of your participants by the April 15, 2011 deadline.

We would also like to take this opportunity to ensure that our systems have the most current information for all of your participants by collecting census data for your plan. We have combined the required census data fields in the data requirements spreadsheet for your convenience.

Please use our secure upload site for transmitting your data to Envoy. Go to www.envoyplanservices.com. Go to Client Login and upload your data. Please name the file as your EMPLOYER NAME 2010 COMPLIANCE TESTING DATA for easy identification.

If you have any questions, please call Paul Galbraith at (800) 248-8858, extension 117.

Sincerely,
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Envoy Plan Services
(800) 248-8858

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