



# APPLE Data & Contributions

## Plan Sponsor Portal

You will receive a secure login for our Plan Sponsor portal at [www.myMidAmerica.com](http://www.myMidAmerica.com), which can be accessed at any time to generate reports and review transactions. If you do not have a secure login, please contact your dedicated Account Manager. If you are unaware of your appropriate contact, please call (800) 634-1178. At plan year end, you will receive statements which will recur annually thereafter and also be available at the Plan Sponsor portal. Please note that you do not have to log in to upload your contribution, forfeiture, or census data.

### Quick Tip

You must use the Data Requirements Spreadsheet U.S. BENCOR/MidAmerica provides. Data is not accepted in any other format.

## Data Requirements

### Why am I asked to provide my participants' personal email addresses?

Personal email addresses are critical so that communications with the participant are uninterrupted in the event of retirement or separation from service. We want to provide valuable account information, important plan details and periodic updates to your participants as efficiently as possible, and in the way they prefer to receive it.

### How can I upload data?

1. Go to [www.myMidAmerica.com](http://www.myMidAmerica.com)
2. Select Upload File from the top right-hand corner, then select For Employers/Partners
3. Select your form type (Contributions, Forfeiture or Census)
4. Complete the series of identifying questions. Please note if you have selected the Contributions form, you must enter a funding amount.
5. Upload the appropriate Data Requirements Template (Contributions, Forfeiture or Census) using the blue upload button located below the comments section

### Tips for Filling out the Data Requirements Spreadsheet

- **Populate all plan-related fields**, including preferred fields
- All contribution amounts should be combined so that there is one total per participant.

## Funding

We encourage you to submit funding through ACH or wire, as it is the most efficient and secure method. Funds submitted in this manner will be given priority when processing and will not be subjected to a 3-day check hold. **The wire or ACH must include the Plan ID followed by plan type.** If you do not have your Plan ID, please contact your Account Representative or log into the Sponsor Portal. The Plan ID will be listed on the Dashboard under Plan Selection.

- ACH ROUTING NUMBER: 063100277
- WIRE ROUTING NUMBER: 026009593
- ACCOUNT NUMBER: 005562563459
- TITLE ON ACCOUNT: AUL 3121 Contribution Trust/MidAmerica Administrative & Retirement Solutions, LLC
- BANK NAME: Bank of America, N.A.
- BANK BRANCH: Lakeland, FL
- BANK PHONE NUMBER: (863) 616-5318
- REFERENCE: **[PLAN ID]: APPLE**

**Make hard copy checks payable to:** AUL 3121 Trust and **enter your Plan ID** in the memo section.

To send hard copy checks, address to:

Regular USPS Mail	FedEx, UPS, or overnight deliveries
Health Benefit and Retirement Accounts T	Bank of America Lockbox Services
PO Box 7411060	Health Benefit and Retirement Accounts T – Lockbox 11060
Chicago, IL 60674-1060	540 W. Madison Street, 4 <sup>th</sup> Floor Chicago, IL 60661

### Need your funding to get to us quickly?

Submit your funding through ACH or wire! It is the quickest and most secure way to fund your account.

*Please note: Employers are still required to pay Medicare taxes (1.45%) for each Employee on his/her gross wages.*



PO Box 149, Lakeland, FL 33802-0149 | 800.634.1178 | [www.myMidAmerica.com](http://www.myMidAmerica.com)