

— 5500 Preparer's & Plan Audit Help Guide

to the Ameritas Group Annuity Contract for the 2024 Reporting Year

This Guide is designed to assist Form 5500 preparers with those items that specifically relate to the Ameritas Group Annuity Contracts. This Guide does not replace or supersede the Instructions for Form 5500 and its related Schedules prepared by the Department of Labor (DOL), the Internal Revenue Service (IRS), and the Pension Benefit Guaranty Corporation (PBGC).

All forms must be filed electronically. For more information or to order forms, check the DOL website at www.efast.dol.gov. All forms must be completed using the EFAST2 web-based filing system (IFILE) or using an EFAST2-approved vendor software. The Employee Benefits Security Administration (EBSA) approved software vendor list can be found at www.efast.dol.gov/software/software.html.

Ameritas Life Insurance Corp.
Ameritas Life Insurance Corp. of New York



Form 5500

Part II

- 9a Plan funding arrangement:
The Ameritas Group Annuity Contract is **"Insurance."**
- 10b General schedules:
- (3) Plans with a Group Annuity Contract should complete a Schedule A (Insurance Information).
- (5) If a Plan invested in a Separate Account made available through an Ameritas Group Annuity Contract, a Schedule D (DFE/Participating Plan Information) should be completed.

Schedule A

The retirement plans division of Ameritas Life Insurance Corp. (Ameritas) and Ameritas Life Insurance Corp. of New York (Ameritas Life of NY), provides the plan administrator with the information needed to complete the annual return/report, pursuant to ERISA section 103(a)(2). If the plan administrator did not receive the Schedule A information, contact a client service consultant at 800-745-9995 for an additional copy. Please refer to the specific instructions for the Schedule A made available by the IRS and the Department of Labor.

Part I

1. Coverage:
- (a) **Ameritas Life Insurance Corporation / Ameritas Life Insurance Corp. of New York**
- (b) EIN: **47-0098400 / 13-3758127**
- (c) NAIC code: **61301 / 60033**
- (d) See your employer statement
- (e) See your employer statement
- (f) From - First day of plan year
- (g) To - Last day of plan year
3. Insurance fees and commissions paid to agents, brokers and other persons:
- (e) The Organization Code is **"3"** Insurance Agent or Broker.

Part II

Information for this section can be obtained from the Summary of Assets.

7. Contracts with unallocated funds:
- (a) Type of contract:
- The Guaranteed Investment Account available through the Group Annuity Contract is **(1)** deposit administration. All other accounts through the Group Annuity Contract are maintained in Separate Accounts.

Schedule C

Schedule C lists any service providers that receive more than \$5,000 in compensation from the plan during the plan year. Refer to Page 26 of the 2024 Form 5500 Instructions for further information.

Part I

2. Information on other service providers receiving direct or indirect compensation.
- (a) Name and EIN:
- Ameritas Life Insurance Corporation**
EIN: 47-0098400
- Ameritas Life Insurance Corp. of New York EIN: 13-3758127**
- (b) Nature of service code: **15**
- (c) Relationship to employer: **Recordkeeper**

Commissions and fees listed on the Schedule A are not required to be reported on Schedule C; however, those amounts must be taken into account when establishing whether the \$5,000 threshold has been met to trigger Schedule C reporting. By reporting via the Formula method, there is an automatic assumption the fees are over \$5,000.

Line 2(h) formula description:

Description of unit value calculations

Separate account investments are record-kept using unit values.

The pooled separate accounts are invested in mutual funds at NAV. The allocation of these funds is based on the units and unit value for each product and plan invested in the pooled separate account.

Both the number of units, and unit value is available for any plan's funds and can be produced from the system. When multiplied, these will balance to the fair value disclosed on trust reports.

The unit value can and does vary by contract depending on the product invested in. The unit value is determined under the following formula and is the same calculation for all contracts invested in the pooled separate accounts.

It is through this calculation of the unit value that both earnings and expenses are applied.

**Industry standard method –
Unit value calculation**

t = current business date.

t-1 = prior business date.

NAV = Net asset value provided by mutual fund company.

MTD daily dividend factor(t) = dividends month to date as provided by the mutual fund company.

Declared dividend rate(t) = as provided by the mutual fund company.

Short and long term capital gains (t) = S<(t) = as provided by the mutual fund company.

Gross Investment Factor (GIF) = daily rate change in the NAV including dividends and capital gains.

Daily Expense Factor = the expense rate specific to a contract.

Net Investment Factor = the daily rate change in the gross investment factor after application of contract specific expenses.

Unit Price = the contract specific price in which units are purchased and redeemed for a specific fund.

$$\text{Gross Investment Factor(GIF)} = \frac{\text{NAV}(t) + \text{MTD daily div factor}(t) + \text{declared dividend rate}(t) + \text{S\<}(t)}{\text{NAV}(t-1) + \text{MTD daily dividend factors}(t-1)}$$

$$\text{Net Investment Factor}(t) = \text{Gross Investment Factor} - \text{Daily Expense Factor}$$

$$\text{Unit Price}(t) = \text{Unit Price}(t-1) \text{ times Net Investment Factor}(t)$$

In order to ensure that each contract has a correct proportionate value of the underlying pooled separate account, each contract's units are multiplied by their contract's unit value and summed across all contracts invested in a particular mutual fund. This is then balanced to the pooled separate account and to the mutual fund company on a daily basis.

The Daily Expense Factor is based on the provisions of the contract, with all investments held by Ameritas, Ameritas Life of NY being charged the same annualized rate.

The retirement plans division of Ameritas and Ameritas Life of NY does not provide contract administration, investment advice or investment management.

Schedule D

The retirement plans division of Ameritas and Ameritas Life of NY is a Direct Filing Entity. Plans which invested in Separate Accounts available through the Ameritas Group Annuity Contract at any time during the plan year may need to complete Schedule D, Part 1. To complete the Schedule D, refer to the list of Separate Accounts in the last section of this Preparer's Guide, to the Employer Statement and to the specific IRS/DOL Instructions for Schedule D. As the Direct Filing Entity, Ameritas and Ameritas Life of NY report all underlying funds held within the separate accounts, including common collective trusts such as the Stadion ETF Funds.

Part I

- (a) List the name of each Separate Account in which the plan was invested at any time during the past year.
- (b) **Ameritas or Ameritas Life of NY** is the sponsor of Separate Accounts through its Group Annuity Contract.
- (c) List the EIN-PN of the Separate Account (see list below this document).
- (d) The Entity code for a Pooled Separate Account is "P."
- (e) Refer to your employer statement.

Ameritas Life Insurance Corporation

List of separate accounts

Line (a) Name of Separate Account	Line (c) EIN-PN
Ameritas Life Insurance Corp. Separate Account D	47-0098400-001
Ameritas Life Insurance Corp. Separate Account G	47-0098400-003
Ameritas Retirement Equity Account (Ameritas Growth Account)	47-0098400-002
Ameritas Life Insurance Corp. Separate Account G-2	47-0098400-500
Ameritas Life Insurance Corp. Separate Account G-3	47-0098400-004

Ameritas Life Insurance Corp. of New York

List of separate accounts

Line (a) Name of Separate Account	Line (c) EIN-PN
Ameritas Life of NY Advantage Separate Account G	13-3758127-003
Ameritas Life of NY Advantage Separate Account G-3	13-3758127-004

Schedule H

Part I

- 1c (10) Value of interest in pooled separate accounts. This value is the sum of the interest in the Separate Accounts reported in the annual Group Investment Report. This line may be used since Ameritas / Ameritas Life of NY is the Direct Filing Entity. Refer to page 42 of the Instructions.
- 1c (14) Value of funds held in insurance company general account. This is the value of the investment in the Guaranteed Investment Account, Stable Fixed Investment Account or Fixed Rate Option as reported in the Employer Statement.

Part II

- 2b (7) Net investment gain (loss) from pooled separate accounts. (ESP Plans only: The General Expense Charge (GEC) should be included as part of the gain/loss entered on this line.)

Part IV

- 4i Did the plan have assets held for investment?
Yes.
Please note the instructions for Schedule H (Form 5500) pages 42-53.

Assets held for investment purposes shall include:

- Any investment held by the plan on the last day of the plan year.
 - Any investment purchased during the plan year and sold before the end of the plan year except:
6. Participations in an insurance company pooled separate account.
- 4j Were any plan transactions or series of transactions in excess of 5% of the current value of plan assets?

The "Special rule for certain participant-directed transactions" on page 51 states:

Special rule for certain participant-directed transactions.

Transactions under an individual account plan that a participant or beneficiary directed with respect to assets allocated to their account (including a negative election authorized under the terms of the plan), should not be treated for purposes of line 4j as reportable transactions. The current value of all assets of the plan, including these participant-directed transactions, should be included in determining the 5% figure for all other transactions.

Schedule I

Part I (ESP Plans only)

- 2c Other Income. The General Expense Charge (GEC) should be included as part of the gain/loss entered on this line.

Part II

- 4k The line asks if you are claiming a waiver from the annual examination and report of an independent qualified public accountant (IQPA). Small plans will generally be exempt from the IQPA requirement. Small plans must meet conditions to claim the waiver. Under Condition 1, insurance company pooled separate accounts are considered "qualifying plan assets." Refer to the Instructions for line 4k on page 59.

Schedule R

Part I

2. Enter the EIN(s) of payer(s):

If Ameritas issues IRS Form 1099-R for payments made to participants or beneficiaries, the EIN used on those forms is **47-0098400**.

If Ameritas Life of NY issues IRS Form 1099-R for payments made to participants or beneficiaries, the EIN used on those forms is **13-3758127**.

Part VII

22 Plans that utilize a Pre-approved Plan document are required to provide the most recent date and serial number of the favorable Opinion Letter issued by the IRS. Check with your plan document provider for this information.

Bundled clients of Ameritas may be utilizing one of two documents. Review the plan's adoption agreement to confirm which is applicable:

- 1) The Ameritas Life Insurance Corporation
Non-Standardized Defined Contribution
Pre-Approved Plan
 - a. Date: 06/30/2020
 - b. Serial Number: **Q702995a**
- 2) The CCH Incorporated, DBA ftwilliam.com
401(k)/Profit Sharing Non-Standardized Plan
 - a. Date: 06/30/2020
 - b. Serial Number: **Q704091a**

Schedule SF

Part III (ESP Plans only)

8b The General Expense Charge (GEC) should be included as part of the gain/loss entered on this line.

Plan Audit FAQs

Q: Am I required to have a plan audit?

A: An Accountant's Report or Accountant's Opinion must be completed and attached to the plan's Form 5500 if the plan is considered to be a "Large Pension Plan" and filing a Schedule H. The General Instructions to Form 5500 provides that generally a plan that covered 100 or more participants as of the beginning of the plan year should be considered and filed as a "large plan". For defined contribution pension plans this would be based upon the number of participants reported in line 6g(1) (or 6g(2) for first year filers) of the Form 5500. Details regarding the Accountant's Opinion can be found in on pages 46-47 of the 2024 Instructions for Schedule H (Form 5500).

Q: Are there any exceptions to the audit requirement?

A: There are two exceptions: the 80-120 Participant Rule and the Short Plan Year Rule. See page 8 of the 2024 Instructions for Form 5500 for more details on these exceptions.

Q: What is an ERISA Section 103(a)(3)(C) audit?

A: "Limited-Scope Audits" are now referred to as Section 103(a)(3)(C) audits. Section 103(a)(3)(C) of ERISA allows plan administrators to opt out of additional auditor review with respect to the certified investment information prepared by a financial institution or insurance company that is regulated, supervised, and subject to periodic examination by a state or federal agency. In order to elect a Section 103(a)(3)(C) audit, plan administrators should take steps to verify that certain investment information and the certifying institution comply with Department of Labor rules and regulations.

Q: How do I answer my auditor's questions related to Section 103(a)(3)(C) audits and the investment certification?

A: First, refer to the Certification of Information to Plan Administrator provided to you as part of your audit package. Your auditor will likely be asking questions about this, as it certifies the investment information provided on the employer account statement, contribution report, distribution report, loan summary report, Schedule A information, and other financial reports generated from our recordkeeping system.

Below are some of the questions your auditor may ask you to answer as the plan administrator:

1. Is the investment information prepared and certified by a qualified institution?

- a. Ameritas Life Insurance Corp. (Ameritas), as an insurance company, is the qualified institution certifying the investment information.

2. Is the certification signed by an authorized representative?

- a. The certification provided is signed by John McCarthy, a Vice President of Ameritas.

3. Did the qualified institution certify both the accuracy and completeness of investment information?

- a. The certification states that the reports provided are "complete and accurate."

4. Does the certification or the related reporting package include language that qualifies or call into question whether the investment information is accurate and complete?

- a. The certification states that the reports provided are "complete and accurate." Review of the additional items provided in the audit package will be needed to draw a conclusion as to whether you believe this information should be questioned or reviewed in depth.

5. Are the investments certified by the qualified institution properly valued as of the date of the plan's financial statements?

- a. The certification provided is based on the plan year in order to align with the plan's financial statements.

6. Have the conditions for electing an ERISA Section 103(a)(3)(C) audit been met?

- a. Based on your review of the materials provided, you, as plan administrator, will determine whether the investment information provided is accurate or in need of additional auditor review.



Ameritas Life Insurance Corp.
Ameritas Life Insurance Corp. of New York

The information presented here is not intended as tax or other legal advice. For application of this information to your specific situation, you should consult an attorney.

Unless otherwise specified, any entity referenced in this material is not an affiliate of Ameritas or any of its affiliates.

Ameritas Retirement Advantage Series refers to group variable annuity contracts (form AL 64349) issued by Ameritas Life Insurance Corp. In New York, group variable annuity contracts (form 64349 NY) are issued by Ameritas Life Insurance Corp. of New York. Ameritas Edge (PA 535 LU, PA 536 LA, PA 537 GU and PA 538 GA) refers to group annuity contracts issued by Ameritas Life Insurance Corp. ESP refers to group variable annuity contracts (UC 64347).

Ameritas Life Insurance Corp. (Ameritas) and Ameritas Life Insurance Corp. of New York (Ameritas Life of NY) has assumed Choice and Advantage contracts from The Guardian Insurance & Annuity Company, Inc. (GIAC). Ameritas and Ameritas Life of NY did not originally issue the Choice and Advantage contracts. Guardian and GIAC are not affiliates or subsidiaries of Ameritas or Ameritas Life of NY.

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