

— 5500 Preparer's & Plan Audit Help Guide

to the Ameritas GPS & AAP Platforms for the 2024 Reporting Year

This Guide is designed to assist Form 5500 preparers with those items that specifically relate to the Advantage Advisory Program/GPS Platform. 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 GPS/AAP Contract is a **"Trust."**
Plans with the Stable Fixed/Guaranteed Investment should also include **"Insurance."**
- 10b General schedules:
3 Plans with the Stable Fixed/Guaranteed (Investment should complete a Schedule A (Insurance Information)).

Schedule A

N/A if plan does not hold assets in the Guaranteed or Stable Fixed Account

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. Persons receiving commissions and fees:
- (e) The Organization Code is **"3"** Insurance Agent or Broker.

Part II

Information for this section can be obtained from Employer Statement, Account Summary by Investment. Contact your client service consultant for assistance.

7. Contracts with the Guaranteed Investment Account or Stable Fixed Investment Account:
- (a) Type of contract:
The Guaranteed Investment Account and the Stable Fixed Investment Account are **(1)** deposit administration.

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: **Ameritas Life Insurance Corporation**
EIN: **47-0098400**
Name: **Ameritas Life Insurance Corp. of New York**
EIN: **13-3758127**
 - (b) Service code(s): **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.

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

Schedule H

Part I

- 1c (1) Interest-bearing cash. This value is the sum of the interest in the money market accounts.
- 1c (13) Value of interest in registered investment companies. This value is the sum of the interest in the mutual funds held in the plan as reported on the employer statement.
- 1c (14) Value of funds held in insurance company general account. This is the value of the investment in the Guaranteed Investment Account or Stable Fixed Investment Account as reported on the employer statement.

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.

- 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 R

Part I

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

Matrix Trust Company issues IRS Form 1099-R for payments made to participants or beneficiaries, the EIN used on those forms is **75-3182674**.

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**

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.
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