

P S I

PENSION SERVICES 
DESIGNING RETIREMENT PLANS FOR MAXIMIZED CONTRIBUTIONS

2021

Annual Information Guide




[Start Here](#)

SOUTHEAST TITLE AGENCY 401(k) PROFIT SHARING PLAN ("PLAN")
PSI# 11650001


Census Request Instructions




 WHY IS CENSUS IMPORTANT

 WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS

 TIMELINES AND DEADLINES

 DOWNLOAD YOUR CENSUS TEMPLATE

Accessing Your Website

 FILLING OUT YOUR CENSUS

Where do I start?

Collecting information from your payroll provider

Filling Our Your Census With Your W2's


Completing Your Employee Demographics

Reconciling Your Data

 UPLOADING YOUR FILE

Before You Submit

Using Our Upload Website

 FAQ

1099 Employees

Leased Employees

Section 125 Deductions

Controlled Group

Affiliated Service Group

PEO

 CONTACT US


Welcome

Thank you for considering Pension Services, Inc as your Retirement partner.

Whether it is your first time completing your census or you have already been working with us in the past, you will benefit from reviewing our year-end information guide.



This guide provides an overview and full step-by-step instructions. However, if you prefer a condensed version of the report and you have experience filling out a census form, click directly to the following [Link](#)

To continue, note this is an interactive guide. **Click**  WHY IS CENSUS IMPORTANT or on any of the other controls to start.

We recommend reviewing the complete guide.



WHY IS CENSUS IMPORTANT



WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS



TIMELINES AND DEADLINES



DOWNLOAD YOUR CENSUS TEMPLATE

Accessing Your Website



FILLING OUT YOUR CENSUS

Where do I start?

Collecting information from your payroll provider

Filling Out Your Census With Your W2's

Completing Your Employee Demographics

Reconciling Your Data



UPLOADING YOUR FILE

Before You Submit

Using Our Upload Website



FAQ

1099 Employees

Leased Employees

Section 125 Deductions

Controlled Group

Affiliated Service Group

PEO



CONTACT US

Why Census is important?

Your census file is the foundation of your plan. An employee census contains information about employees in your business. It consists mainly of participants' personal and contact information, as well as employment and contribution records. With an accurate census, we ensure that the contribution calculation is accurate and that all benefits are provided to employees entitled to a contribution. In addition, this will ensure other processes for your plan are handled successfully.

How does Inaccurate reporting affect your Plan?

In the end, inaccurate reporting will result in plan administration delays. In addition, incorrect or incomplete data will negatively impact your plan, affecting compliance test results and delaying the plan's daily activities such as distribution, loan requests, and tracking vesting schedules, among other items.





WHY IS CENSUS IMPORTANT



WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS



TIMELINES AND DEADLINES



DOWNLOAD YOUR CENSUS TEMPLATE

Accessing Your Website



FILLING OUT YOUR CENSUS

Where do I start?

Collecting information from your payroll provider

Filling Out Your Census With Your W2's

Completing Your Employee Demographics

Reconciling Your Data



UPLOADING YOUR FILE

Before You Submit

Using Our Upload Website



FAQ

1099 Employees

Leased Employees

Section 125 Deductions

Controlled Group

Affiliated Service Group

PEO



CONTACT US

Why do I Need to Submit W2 and Other Tax Records?

We review your Forms W-2 and W-3 and, if applicable, Schedule C for self-employed owners or K-1 reports for partners in a partnership of individuals. We verify that all employees reflected on the Form W-2s (including new hires) are included in the Excel spreadsheet. We also verify that the Form W-2 totals agree with the totals shown on the Form W-3, along with verifying income and deferrals.

We do all this work to ensure your plan complies with the basic requirements that an IRS audit would target, which is headcount check and accurately prepared compliance test (e.g., coverage test).



Note: The plan sponsor is the designated responsible party to complete the census. The firm is the primary record holder and must be equipped to share employee records, such as W2 and other tax forms, updated employee contact and personal information, and other plan contribution information, with us.

You may designate another party to complete the file, such as your CPA or HR firm. However, we recommend ensuring your designated party will handle the request and provide all data in a timely manner.

[WHY IS CENSUS IMPORTANT](#)[WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS](#)[TIMELINES AND DEADLINES](#)[DOWNLOAD YOUR CENSUS TEMPLATE](#)[Accessing Your Website](#)[FILLING OUT YOUR CENSUS](#)[Where do I start?](#)[Collecting information from your payroll provider](#)[Filling Out Your Census With Your W2's](#)[Completing Your Employee Demographics](#)[Reconciling Your Data](#)[UPLOADING YOUR FILE](#)[Before You Submit](#)[Using Our Upload Website](#)[FAQ](#)[1099 Employees](#)[Leased Employees](#)[Section 125 Deductions](#)[Controlled Group](#)[Affiliated Service Group](#)[PEO](#)[CONTACT US](#)

Timelines and Deadlines

It is important to note that we cannot schedule the plan for a contribution calculation if the census is incomplete. Clients who have provided us with a complete census will take priority over those with an incomplete census. It is also important to note our plan designs and calculations are complex. **Our work usually takes 2 to 3 weeks to complete;** thus, please expect to receive a contribution report during this designated time frame after we have received your complete census. **We must receive your complete and accurate census by the end of the second week of February.**

Please be patient and remember IRS allows funding as late as the due date of the plan sponsor's tax return, including extension. Therefore, plan returns can be filed as late as September 15 with extension (for corporations) or October 15 with extension (for sole proprietors), with some exceptions.



WHY IS CENSUS IMPORTANT



WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS



TIMELINES AND DEADLINES



DOWLOAD YOUR CENSUS TEMPLATE

Accessing Your Website



FILLING OUT YOUR CENSUS

Where do I start?

Collecting information from your payroll provider

Filling Our Your Census With Your W2's

Completing Your Employee Demographics

Reconciling Your Data



UPLOADING YOUR FILE

Before You Submit

Using Our Upload Website



FAQ

1099 Employees

Leased Employees

Section 125 Deductions

Controlled Group

Affiliated Service Group

PEO



CONTACT US

Accessing Your Website

- Open our website by clicking on the [link](#). The [link](#) takes you directly to the login page. Enter your User ID and password, select Role Sponsor, and click login.



NOTE: If you need help with your login, you may request a password reset clicking on the following [link](#)

- Once logged in, if you have more than one plan, please select one plan from your plan list.

Continue



WHY IS CENSUS IMPORTANT



WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS



TIMELINES AND DEADLINES



DOWNLOAD YOUR CENSUS TEMPLATE

Accessing Your Website



FILLING OUT YOUR CENSUS

Where do I start?

Collecting information from your payroll provider

Filling Our Your Census With Your W2's

Completing Your Employee Demographics

Reconciling Your Data



UPLOADING YOUR FILE

Before You Submit

Using Our Upload Website



FAQ

1099 Employees

Leased Employees

Section 125 Deductions

Controlled Group

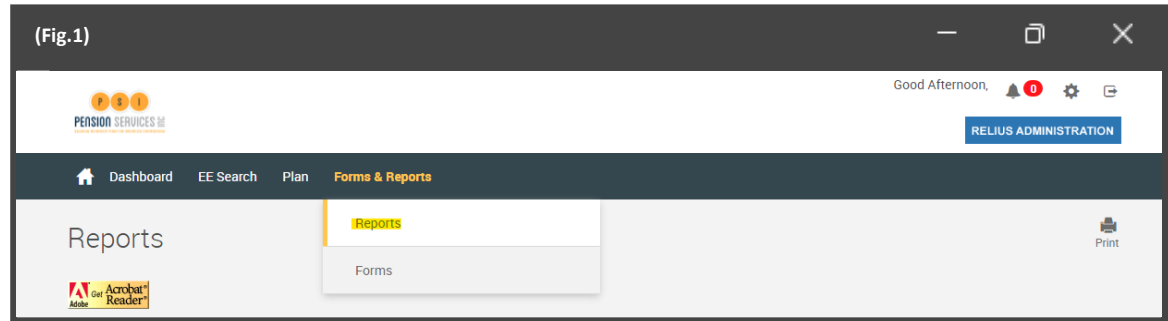
Affiliated Service Group

PEO

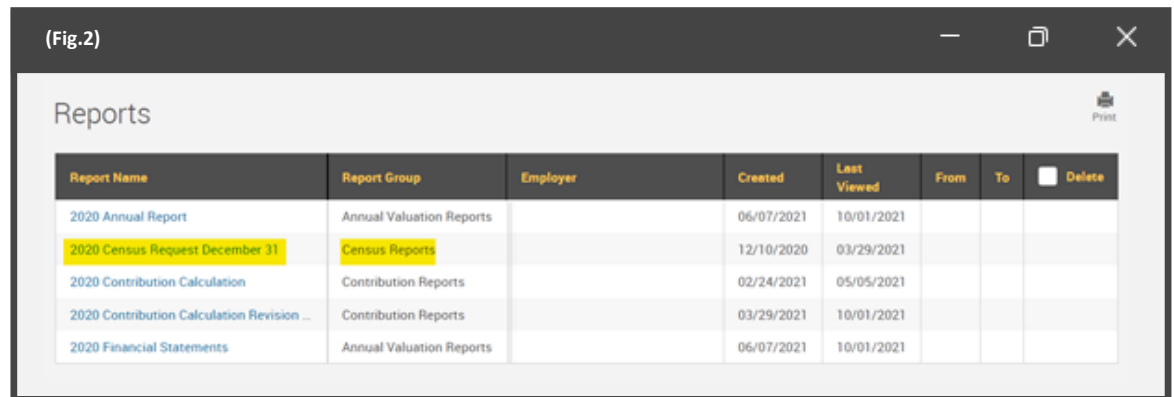


CONTACT US

- Locate Forms and Reports on the dashboard bar, then on the dropdown menu click **Reports (Fig.1)**



- From the report list, download the corresponding Census request. For example, you will see Employee Census Request December 31, YEAR. **(Fig. 2)**



Continue



WHY IS CENSUS IMPORTANT

WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS

TIMELINES AND DEADLINES

DOWNLOAD YOUR CENSUS TEMPLATE

Accessing Your Website

FILLING OUT YOUR CENSUS

Where do I start?

Collecting information from your payroll provider

Filling Our Your Census With Your W2's

Completing Your Employee Demographics

Reconciling Your Data

UPLOADING YOUR FILE

Before You Submit

Using Our Upload Website

FAQ

1099 Employees

Leased Employees

Section 125 Deductions

Controlled Group

Affiliated Service Group

PEO

CONTACT US

- Download and save a copy of the census template (Excel File). Remember to save the file on your desktop or download folder for easy retrieval.
- To complete your census, open the file. Depending on the version of your excel, you may notice an “Enable Editing” bar. First, you must click on the option “Enable Editing” so that you may make changes to the file (Fig. 3)

(Fig.3) Census Request PSI# 12-31-YEAR.xls - Protected View

File Home Insert Page Layout Formulas Data Review View Developer Help Acrobat QuickBooks

AutoSave Off

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

Employee Census:

Plan Year Beginning January 01, 2021 and ending December 31, 2021

Continues

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
First Name	MI	Last Name	Soc Sec	G	Birth Date	Hire Date	Term Date	Rehire Date	Annual Hours	Section 125 Compensation (Pre-tax Employee Deductions for health)	401k Deferral	401k Deferral ROTH	401k Safe Harbor Match	Gross W-2 Medicare Compensation (W2 Box 5)	Confirm if the employee Has made 5125,000 in W2 compensation on the prior year (2020) (yes or no)	Confirm if the employee has ever completed 1000 hours during a 12 month period (prior 01/01/2021) (yes or no)
Elsa		Rodriguez	494-95-5345	M	3/19/1978	01/01/2002			2080	7600.7	775	575	875	82091.20	Yes	Yes
Jennifer		Torres	544-26-5558	F	12/1/1999	06/12/2006			2080	R	2786		1440	48000	No	Yes
Monica		Ruiz	266-50-8420	F	12/27/1962	01/14/2008			2080					35468	No	Yes
Ana		Wright	558-86-5250	F	6/29/2001	08/28/2012	1/16/2021		40					2780	No	Yes
Elsa		Perez	545-58-4625	F	5/29/1955	09/07/2013			2080	2750		575	750	25000	No	Yes
Add new Employees below:																
John		Smith	584-68-0444	M	9/17/2000	1/4/2020	7/1/2021		780	768				13751	No	No
Paola	J	Rodriguez	584-05-5525	F	2/22/1974	1/13/2020			1780					79100	No	No



WHY IS CENSUS IMPORTANT

WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS

TIMELINES AND DEADLINES

DOWNLOAD YOUR CENSUS TEMPLATE

Accessing Your Website

FILLING OUT YOUR CENSUS

Where do I start?

Collecting information from your payroll provider

Filling Our Your Census With Your W2's

Completing Your Employee Demographics

Reconciling Your Data

UPLOADING YOUR FILE

Before You Submit

Using Our Upload Website

FAQ

1099 Employees

Leased Employees

Section 125 Deductions

Controlled Group


Affiliated Service Group

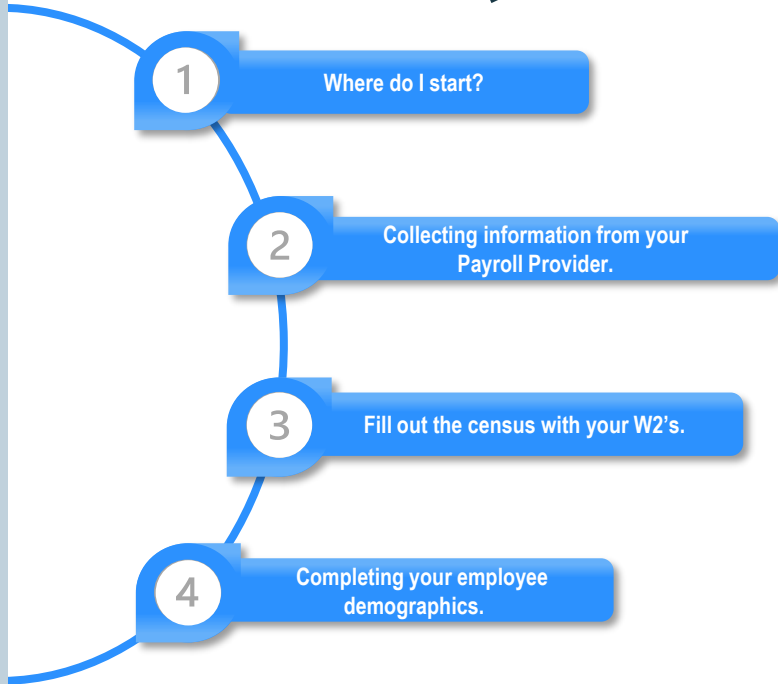
PEO



CONTACT US

Filling Out Your Census

We recommend that you completely review all steps on how to complete the census. We have created a simple four step guide to aid you through this process.

If you have experience filling our template, you may click on any of the steps to jump a section. Click on any of the items below to learn more 



 **Tip:** You can always return to this main menu, by clicking on the right panel 



WHY IS CENSUS IMPORTANT

WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS

TIMELINES AND DEADLINES

DOWNLOAD YOUR CENSUS TEMPLATE

Accessing Your Website

FILLING OUT YOUR CENSUS

Where do I start?

Collecting information from your payroll provider

Filling Our Your Census With Your W2's

Completing Your Employee Demographics

Reconciling Your Data

UPLOADING YOUR FILE

Before You Submit

Using Our Upload Website

FAQ

1099 Employees

Leased Employees

Section 125 Deductions

Controlled Group

Affiliated Service Group

PEO

CONTACT US

Where do I Start?

We hope to make this process simple. Our goal is to collect your employees' information, names, birthdates, dates of hire, dates of termination, Social Security numbers, payroll hours, salary, and contribution information. Then, all data results must be consolidated in our template report (which is downloaded from our website).

We would illustrate a sample of a complete census below :

Excel

Employee Census:

Plan Year Beginning January 01, 2021 and ending December 31, 2021

Continues

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
First Name	MI	Last Name	Soc Sec	G	Birth Date	Hire Date	Term Date	Rehire Date	Annual Hours	Section 125 Compensation (Pre-tax Employee Deductions for health)	401k Deferral	401k Deferral ROTH	401k Safe Harbor Match	Gross W-2 Medicare Compensation (W2 Box 5)	Confirm if the employee Has made \$125,000 in W2 compensation on the prior year (2020) (yes or no)	Confirm if the employee has ever completed 1000 hours during a 12 month period (prior 01/01/2021) (yes or no).	New Plans Only		
Elsa	Rodriguez		494-95-5345	M	3/19/1978	01/01/2002			2080	7600.7	775	575	875	82091.20	Yes	Yes	Yes	Yes	
Jennifer	Torres		544-26-5558	F	12/1/1999	06/12/2006			2080	R	2786		1440	48000	No	Yes	Yes	Yes	
Monica	Ruiz		266-50-8420	F	12/27/1962	01/14/2008			2080					35466	No	Yes	Yes	Yes	
Ana	Wright		558-86-5250	F	6/29/2001	08/28/2012	1/16/2021		40					2780	No	Yes	Yes	Yes	
Elsa	Perez		545-58-4825	F	5/29/1955	09/07/2013			2080	2750		575	750	25000	No	Yes	Yes	Yes	
Add new Employees below:																			
John	Smith		584-68-0444	M	9/17/2000	1/4/2020	7/1/2021		780	768				13751	No	No	No	No	
Paola	J Rodriguez		584-05-5525	F	2/22/1974	1/13/2020			1780					79100	No	No	No	No	



WHY IS CENSUS IMPORTANT



WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS



TIMELINES AND DEADLINES



DOWNLOAD YOUR CENSUS TEMPLATE

Accessing Your Website



FILLING OUT YOUR CENSUS

Where do I start?

Collecting information from your payroll provider

Filling Our Your Census With Your W2's

Completing Your Employee Demographics

Reconciling Your Data



UPLOADING YOUR FILE

Before You Submit

Using Our Upload Website



FAQ

1099 Employees

Leased Employees

Section 125 Deductions

Controlled Group

Affiliated Service Group

PEO



CONTACT US

Collecting information from your payroll provider

Start by collecting all information available from your Payroll Provider.

To save time, we suggest trying the following:

- First, download an excel report that provides updated employee demographics. Some payroll providers generate reports containing basic employee data such as SSN, birthdate, dates of hire, and date of termination.
- Second, you must collect W2/W3 reports for each entity that belongs to your controlled group and/or affiliated service group. Also, we recommend downloading a payroll YTD register or labor report.



We have collected sample guides for payrolls, for more information please visit our site www.pensionnetwork.net/payroll



Note: Any information collected now, you will use this information later.



WHY IS CENSUS IMPORTANT



WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS



TIMELINES AND DEADLINES



DOWNLOAD YOUR CENSUS TEMPLATE

Accessing Your Website



FILLING OUT YOUR CENSUS

Where do I start?

Collecting information from your payroll provider

Filling Out Your Census With Your W2's

Completing Your Employee Demographics

Reconciling Your Data



UPLOADING YOUR FILE

Before You Submit

Using Our Upload Website



FAQ

1099 Employees

Leased Employees

Section 125 Deductions

Controlled Group

Affiliated Service Group

PEO



CONTACT US

Filling Out Your Census With Your W2's

To complete this step, use the W2 form for each employee, and by following the mapping example below, proceed to complete the census spreadsheet. Ensure to list all individuals that receive a W2 form.

PDF

2020 W-2 and EARNINGS SUMMARY

This blue section is your Earnings Summary which provides more detailed information on the generation of your W-2 statement. The reverse side includes instructions and other general information.

Employee Reference Copy		2020	
W-2 Wage and Tax Statement		OMB No. 1545-0048	
Copy to employee's records			
b Control number	Dept.	Cop.	Employer use only
000002		A	1
c Employer's name, address, and ZIP code			
Your Company LLC Your Address STE 900 MIAMI, FL 33146			
Employee's name, address, and ZIP code			
Elsa Rodriguez Jennifer Torres 900 SW 10 STREET CORAL GABLES, FL 33146			
d Employer's FED ID number	a Employee's SSA number		
82-00000	494-95-5345		
1 Wages, tips, other comp.	2 Federal income tax withheld		
81316.20	11437.56		
3 Social security wages	4 Social security tax withheld		
82091.20	5089.65		
5 Medicare wages and tips	6 Medicare tax withheld		
82091.20	1190.32		
7 Social security tips	8 Allocated tips		
9 Unemployment compensation	10 Dependent care benefits		
11 Nonqualified plan	12a See instructions for box 12		
	D I 775.00		
	12b AA 575.00		
14	12c		
	12d		
15	13 Stat emp Ret plan/brd party sick pay		
	ID no. 16 State wages, tips, etc.		
17	18 Local wages, tips, etc.		
19	20 Locality name		

Wages, Tips, other Compensation Box 1 of W-2	Social Security Wages Box 3 of W-2	Section 125 Compensation (Pre-tax Employee Deductions for health)
Gross Pay 89,691.97	89,691.97	
Less Other Cafe 125 7,600.77	7,600.77	7600.77
Less 401(k) (D-Box 12) 775.00	N/A	
Reported W-2 Wages 81,316.20	82,091.20	82,091.20

401k Deferral	401k Deferral ROTH	401k Safe Harbor Match
775	575	875
2786		1440



NOTE: Your W2 may slight differ from our example. All W2 employees and data highlighted must enter on the template



WHY IS CENSUS IMPORTANT

WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS

TIMELINES AND DEADLINES

DOWNLOAD YOUR CENSUS TEMPLATE

Accessing Your Website

FILLING OUT YOUR CENSUS

Where do I start?

Collecting information from your payroll provider

Filling Our Your Census With Your W2's

Completing Your Employee Demographics

Reconciling Your Data

UPLOADING YOUR FILE

Before You Submit

Using Our Upload Website

FAQ

1099 Employees

Leased Employees

Section 125 Deductions

Controlled Group

Affiliated Service Group

PEO

CONTACT US

Completing Your Employee Demographics

Next, we're completing your employee demographics.

Now it is time to use the reports downloaded from your payroll that we mentioned in Step 1. Review your payroll reports and complete all demographic information.

Provide **gender, birth, hire, and termination dates** for all employees. In the annual hours' column, enter 2080 for all full-time employees or enter exact hours for part-time employees.

First Name	MI	Last Name	Gender	Birth Date	Hire Date	Term Date	Rehire Date	Annual Hours
Elsa		Rodriguez	M	3/19/1978	01/01/2002			2080
Jennifer		Torres	F	12/1/1999	06/12/2006			2080
Monica		Ruiz	F	12/27/1962	01/14/2008	2/3/2017	8/14/2019	2080
Ana		Wright	F	6/29/2001	08/28/2012	1/16/2021		40
Elsa		Perez	F	5/29/1955	09/07/2013			2080
Add new Employees below:								
John		Smith	M	9/17/2000	1/4/2020	7/1/2021		780
Paola	J	Rodriguez	F	2/22/1974	1/13/2020			1780



Note: You must include all employees that received a W2 form. Even if they work for one day, we still require them to be reported with all their information.

If you are not able to source this data from the payroll provider, you are still required to provide all complete information



WHY IS CENSUS IMPORTANT

WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS

TIMELINES AND DEADLINES

DOWNLOAD YOUR CENSUS TEMPLATE

Accessing Your Website

FILLING OUT YOUR CENSUS

Where do I start?

Collecting information from your payroll provider

Filling Our Your Census With Your W2's

Completing Your Employee Demographics

Reconciling Your Data

UPLOADING YOUR FILE

Before You Submit

Using Our Upload Website

FAQ

1099 Employees

Leased Employees

Section 125 Deductions

Controlled Group

Affiliated Service Group

PEO

CONTACT US

Reconciling Your Data

To avoid discrepancies or delays, we strongly suggest you perform some reconciliation. Review the W3 and if you locate the number of employees, ensure the total agrees with the number of employees on the census.

Additionally, W3 or summaries list grand totals for your group. We recommend you compare totals to ensure that employee amounts were entered correctly.

Below is a sample of a W3 with the breakdown and notes:

PDF 2020 W-3 and EARNINGS SUMMARY ADP

Employee Reference Copy	
W-3 Wage and Tax Statement 2020	
Copy for employee's records. OMB No. 1545-0046	
d Control number	e Employer use only
Dept. Corp.	
f Employee's name, address, and ZIP code	
YOUR COMPANY	
g Employee's name, address, and ZIP code	
h Employee's FED ID number	i Employee's SSA number
1 Wages, tips, other comp. 233359.57	2 Federal income tax withheld 15904.85
3 Social security wages 236763.47	4 Social security tax withheld 14679.32
5 Medicare wages and tips 236763.47	6 Medicare tax withheld 3433.06
7 Social security tips	8
9	10 Dependent care benefits
11 Nonqualified plans	12a See instructions for box 12
14 Other	12b
	12c
	12d
13 Stat emp Ret. plan	13d party sick pay
15 State Employer's state ID no.	16 State wages, tips, etc.
17 State income tax	18 Local wages, tips, etc.
19 Local income tax	20 Locality name

7 Total Employees
8 Total Forms Count
0 Total eForms
0 Total Forms Processed

246,602.50 Gross
5,403.90 401(k) (D-Box 12)
377.79 ROTH Under 401(k) (AA-Box 12)

Total Employees with W2 reported on Census Report

Total 401(K) Deferrals

Total 401(K) ROTH

Total BOX 5 (Taxable earnings)

***** TOTALS *****

© 2020 ADP, INC.



NOTE: Your W3 may slight differ from our example.



WHY IS CENSUS IMPORTANT



WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS



TIMELINES AND DEADLINES



DOWNLOAD YOUR CENSUS TEMPLATE

Accessing Your Website



FILLING OUT YOUR CENSUS

Where do I start?

Collecting information from your payroll provider

Filling Out Your Census With Your W2's

Completing Your Employee Demographics

Reconciling Your Data



UPLOADING YOUR FILE

Before You Submit

Using Our Upload Website



FAQ

1099 Employees

Leased Employees

Section 125 Deductions

Controlled Group

Affiliated Service Group

PEO



CONTACT US

Before You Submit

Prior to finishing your file, we suggest that you review all sections of the request.

- ✓ Verify current Ownership and Family member list and that the relationships are accurate. See example (fig. 1 and fig. 2)

(Fig.1)

a. Officers and Owners

First Name	MI	Last Name	SSN	Owner	Officer	Effective date
Elsa		Rodriguez	494-95-5345	100	Y	

(Fig.2)

b. Employees who are family members of Officers or Owners

FIRSTNAM	MI	LASTNAM	OWNER	RELATIONS	SHIP
Paola	J	Rodriguez	Rodriguez, Elsa	Child	

No family members of owners or officers employed.

Depending on your plan specifications, you may notice additional columns and other requirements. Ensure that you review these. We recommend that you look for the following:

- ✓ If you see an employer **match contributions column**, that means your payroll calculates the matching contributions, and you must fill in the column (YTD amounts).
- ✓ Review if there are special compensation requests. If you see a column asking for excluded earnings such as **bonuses, commission, etc.**, you must provide this data.

Continue



WHY IS CENSUS IMPORTANT

WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS

TIMELINES AND DEADLINES

DOWNLOAD YOUR CENSUS TEMPLATE

Accessing Your Website

FILLING OUT YOUR CENSUS

Where do I start?

Collecting information from your payroll provider

Filling Our Your Census With Your W2's

Completing Your Employee Demographics

Reconciling Your Data

UPLOADING YOUR FILE

Before You Submit

Using Our Upload Website

FAQ

1099 Employees

Leased Employees

Section 125 Deductions

Controlled Group

Affiliated Service Group

PEO

CONTACT US

- ✓ Your plan may exclude compensation while not a participant in the plan. You may see requests highlighted for a specific employee(s) on a column(s) labeled as “Provide Gross Pay from MONTH 01, YEAR, thru December 31, YEAR”, in that case, you need to provide Gross Pay for the period we asked.
- ✓ For new plans, ensure to complete questions we ask about prior history compensation and hours of service (see below):

			New Plans Only	
First Name	MI	Last Name	Confirm if the employee Has made \$125,000 in W2 compensation on the prior year (2020) (yes or no)	Confirm if the employee has ever completed 1000 hours during a 12 month period (prior 01/01/2021) (yes or no).
Elsa		Rodriguez	Yes	Yes
Jennifer		Torres	No	Yes
Monica		Ruiz	No	Yes
Ana		Wright	No	Yes
Elsa		Perez	No	Yes
Add new Employees below:				
John		Smith	No	No
Paola	J	Rodriguez	No	No

- ✓ Report severance payments (if applicable) (severance).
- ✓ In rare occurrences, we need job titles. If there is a column that requests job titles you must provide updated job titles for all employees.



WHY IS CENSUS IMPORTANT

WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS

TIMELINES AND DEADLINES

DOWNLOAD YOUR CENSUS TEMPLATE

Accessing Your Website

FILLING OUT YOUR CENSUS

Where do I start?

Collecting information from your payroll provider

Filling Out Your Census With Your W2's

Completing Your Employee Demographics

Reconciling Your Data

UPLOADING YOUR FILE

Before You Submit

Using Our Upload Website

FAQ

1099 Employees

Leased Employees

Section 125 Deductions

Controlled Group

Affiliated Service Group

PEO

CONTACT US

Using Our Upload Website

For uploading your files, please see the instructions below:

For companies with more than one employee

You may upload files by visiting the following link:

<https://www.pensionnetwork.net/file-upload-census/>



For companies that only have one employee.

Please upload tax records and complete our annual survey.

You may upload files by visiting the following link (you do not need to complete the census but still must provide evidence of income such W2/W3 or Schedule C or K1).

<https://www.pensionnetwork.net/annualsurvey/>





WHY IS CENSUS IMPORTANT



WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS



TIMELINES AND DEADLINES



DOWLOAD YOUR CENSUS TEMPLATE

[Accessing Your Website](#)


FILLING OUT YOUR CENSUS

[Where do I start?](#)
[Collecting information from your payroll provider](#)
[Filling Our Your Census With Your W2's](#)
[Completing Your Employee Demographics](#)
[Reconciling Your Data](#)


UPLOADING YOUR FILE

[Before You Submit](#)
[Using Our Upload Website](#)


FAQ

[1099 Employees](#)
[Leased Employees](#)
[Section 125 Deductions](#)
[Controlled Group](#)
[Affiliated Service Group](#)
[PEO](#)


CONTACT US

✓ **1099 employees** – 1099 and W2s are the different tax forms used to report amounts paid to different types of employees. 1099 employees are self-employed independent contractors and are not eligible to participate in your retirement plan.

✦ **CENSUS TIP:** For this reason, do not include 1099 contractors on your census.

✓ **Leased employee** - Employee leasing is an arrangement between a business and a staffing firm who supplies workers on a project-specific or temporary basis. ✦ **CENSUS TIP:** For retirement plan testing purposes you must list all leased employees your company employs, and clearly identify them on the census

✓ **Section 125** - The section of the IRS tax code where the items that can be deducted from employee pay on a pre-tax basis are defined. In the context of Section 125, “pre-tax” means that a deduction is exempt from Federal Income Tax Withholding, Social Security and Medicare Taxes. ✦ **CENSUS TIP:** Most health insurance deductions, and health related deductions are covered under section 125. You must report all pre-tax health related deductions under the Section 125 Column on your census.



WHY IS CENSUS IMPORTANT



WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS



TIMELINES AND DEADLINES



DOWNLOAD YOUR CENSUS TEMPLATE

Accessing Your Website



FILLING OUT YOUR CENSUS

Where do I start?

Collecting information from your payroll provider

Filling Out Your Census With Your W2's

Completing Your Employee Demographics

Reconciling Your Data



UPLOADING YOUR FILE

Before You Submit

Using Our Upload Website



FAQ

1099 Employees

Leased Employees

Section 125 Deductions

Controlled Group

Affiliated Service Group

PEO



CONTACT US

✓ **1099 employees** – 1099 and W2s are the different tax forms used to report amounts paid to different types of employees. 1099 employees are self-employed independent contractors and are not eligible to participate in your retirement plan.

✦ **CENSUS TIP:** For this reason, do not include 1099 contractors on your census.

✓ **Leased employee** - Employee leasing is an arrangement between a business and a staffing firm who supplies workers on a project-specific or temporary basis. ✦ **CENSUS TIP:** For retirement plan testing purposes you must list all leased employees your company employs, and clearly identify them on the census

✓ **Section 125** - The section of the IRS tax code where the items that can be deducted from employee pay on a pre-tax basis are defined. In the context of Section 125, “pre-tax” means that a deduction is exempt from Federal Income Tax Withholding, Social Security and Medicare Taxes. ✦ **CENSUS TIP:** Most health insurance deductions, and health related deductions are covered under section 125. You must report all pre-tax health related deductions under the Section 125 Column on your census.


 WHY IS CENSUS IMPORTANT

 WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS

 TIMELINES AND DEADLINES

 DOWNLOAD YOUR CENSUS TEMPLATE

[Accessing Your Website](#)

 FILLING OUT YOUR CENSUS

[Where do I start?](#)

[Collecting information from your payroll provider](#)

[Filling Our Your Census With Your W2's](#)

[Completing Your Employee Demographics](#)

[Reconciling Your Data](#)

 UPLOADING YOUR FILE

[Before You Submit](#)

[Using Our Upload Website](#)

 FAQ

[1099 Employees](#)

[Leased Employees](#)

[Section 125 Deductions](#)

[Controlled Group](#)

[Affiliated Service Group](#)

[PEO](#)

CONTACT US

✓ **1099 employees** – 1099 and W2s are the different tax forms used to report amounts paid to different types of employees. 1099 employees are self-employed independent contractors and are not eligible to participate in your retirement plan.


✦ **CENSUS TIP:** For this reason, do not include 1099 contractors on your census.

✓ **Leased employee** - Employee leasing is an arrangement between a business and a staffing firm who supplies workers on a project-specific or temporary basis. ✦ **CENSUS TIP:** For retirement plan testing purposes you must list all leased employees your company employs, and clearly identify them on the census


✓ **Section 125** - The section of the IRS tax code where the items that can be deducted from employee pay on a pre-tax basis are defined. In the context of Section 125, “pre-tax” means that a deduction is exempt from Federal Income Tax Withholding, Social Security and Medicare Taxes. ✦ **CENSUS TIP:** Most health insurance deductions, and health related deductions are covered under section 125. You must report all pre-tax health related deductions under the Section 125 Column on your census.




 WHY IS CENSUS IMPORTANT

 WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS

 TIMELINES AND DEADLINES

 DOWNLOAD YOUR CENSUS TEMPLATE

[Accessing Your Website](#)

 FILLING OUT YOUR CENSUS

[Where do I start?](#)

[Collecting information from your payroll provider](#)

[Filling Our Your Census With Your W2's](#)

[Completing Your Employee Demographics](#)

[Reconciling Your Data](#)

 UPLOADING YOUR FILE

[Before You Submit](#)

[Using Our Upload Website](#)

 **FAQ**

[1099 Employees](#)

[Leased Employees](#)

[Section 125 Deductions](#)

[Controlled Group](#)

[Affiliated Service Group](#)

[PEO](#)

 **CONTACT US**

✓ **Controlled Group of Businesses Organizations-** Entities can be part of a controlled group in either parent-subsidiary groups or brother-sister groups. **★CENSUS TIP:** Remember all entities related to the controlled must be part of your census to correctly prepare your compliance test, even if the one entity may be excluded from benefiting the in plan.

✓ **Affiliated Service group-** Entities that are not related due to a controlled group situation (above), can still be considered affiliated under various circumstances. If you conduct business in affiliation with another entity, you must contact your tax attorney or CPA for them to determiner if entities are affiliated as defined on 414(m) of the Code.

★CENSUS TIP: Similar to controlled group, affiliated group of entities must be part of your census to correctly prepare your compliance test, even if you had decided for one of the entities to be excluded from the plan.



WHY IS CENSUS IMPORTANT

WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS

TIMELINES AND DEADLINES

DOWNLOAD YOUR CENSUS TEMPLATE

Accessing Your Website

FILLING OUT YOUR CENSUS

Where do I start?

Collecting information from your payroll provider

Filling Our Your Census With Your W2's

Completing Your Employee Demographics

Reconciling Your Data

UPLOADING YOUR FILE

Before You Submit

Using Our Upload Website

FAQ

1099 Employees

Leased Employees

Section 125 Deductions

Controlled Group

Affiliated Service Group

PEO

CONTACT US


✓ **Controlled Group of Businesses Organizations**- Entities can be part of a controlled group in either parent-subsidiary groups or brother-sister groups. **★CENSUS TIP:** Remember all entities related to the controlled must be part of your census to correctly prepare your compliance test, even if the one entity may be excluded from benefiting the in plan.

✓ **Affiliated Service group**- Entities that are not related due to a controlled group situation (above), can still be considered affiliated under various circumstances. If you conduct business in affiliation with another entity, you must contact your tax attorney or CPA for them to determiner if entities are affiliated as defined on 414(m) of the Code.


★CENSUS TIP: Similar to controlled group, affiliated group of entities must be part of your census to correctly prepare your compliance test, even if you had decided for one of the entities to be excluded from the plan.




 WHY IS CENSUS IMPORTANT

 WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS

 TIMELINES AND DEADLINES

 DOWNLOAD YOUR CENSUS TEMPLATE

[Accessing Your Website](#)

 FILLING OUT YOUR CENSUS

[Where do I start?](#)

[Collecting information from your payroll provider](#)

[Filling Our Your Census With Your W2's](#)

[Completing Your Employee Demographics](#)

[Reconciling Your Data](#)

 UPLOADING YOUR FILE

[Before You Submit](#)

[Using Our Upload Website](#)

 FAQ

[1099 Employees](#)

[Leased Employees](#)

[Section 125 Deductions](#)

[Controlled Group](#)

[Affiliated Service Group](#)

[PEO](#)

 CONTACT US

✓ **PEO** - A professional employer organization (PEO) is an organization that enters into a joint-employment relationship with an employer by leasing employees to the employer, thereby allowing the PEO to share and manage many employee-related responsibilities and liabilities.

★ **CENSUS TIP:** employees that get paid thru PEO arrangements are still considered your employees, and you are required to provide W2/W3 summaries and demographics for these employees.



WHY IS CENSUS IMPORTANT

WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS

TIMELINES AND DEADLINES

DOWNLOAD YOUR CENSUS TEMPLATE

Accessing Your Website

FILLING OUT YOUR CENSUS

Where do I start?

Collecting information from your payroll provider

Filling Out Your Census With Your W2's

Completing Your Employee Demographics

Reconciling Your Data

UPLOADING YOUR FILE

Before You Submit

Using Our Upload Website

FAQ

1099 Employees

Leased Employees

Section 125 Deductions

Controlled Group



Affiliated Service Group

PEO

CONTACT US

Before contacting us, we recommend that you review the entire guide. Still, if you have any questions after the initial guide review, we are ready to assist you.

You may contact a member of our team

Valery Ortiz
service@pensionnetwork.net
 Phone 305-595-5500 ext. 229






Ignacio Villalobos
census@pensionnetwork.net
 Phone 305-595-5500 ext. 206






Cristian Quiroz
censussupport@pensionnetwork.net
 Phone 305-595-5500 ext. 240




-  WHY IS CENSUS IMPORTANT

-  WHY I NEED TO SUBMIT W2 AND OTHER TAX RECORDS


-  TIMELINES AND DEADLINES

-  DOWNLOAD YOUR CENSUS TEMPLATE


- Accessing Your Website

-  FILLING OUT YOUR CENSUS

- Where do I start?
- Collecting information from your payroll provider
- Filling Our Your Census With Your W2's
- Completing Your Employee Demographics
- Reconciling Your Data

-  UPLOADING YOUR FILE

- Before You Submit
- Using Our Upload Website


-  FAQ

- 1099 Employees
- Leased Employees
- Section 125 Deductions
- Controlled Group
- Affiliated Service Group
- PEO

Brief Instruction - Hands on Approach

Step One - You must review this year's Timelines and deadlines. (see pg. 5) Click  **TIMELINES AND DEADLINES**

Step Two – Complete and upload your census.  

 **Determine if the census is required.**

For companies with more than one employee



If your firm employs **more than one employee, you must complete the census.**

First, use the direct link to download your census [Link](#).

Finally, you may upload files by visiting the following link to complete your submission

<https://www.pensionnetwork.net/file-upload-census/>

For companies that only have one employee



You are not required to complete the census.

Please upload tax records and complete our annual survey to complete your submission.

<https://www.pensionnetwork.net/annualsurvey/>

