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BASpay Retirement Management Programs handle complex batch preparation, calculate employer match to spec, and automate the transfers of information to and from plan administrators,.

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#### **SAVE TIME BY AUTOMATING THESE TASKS**

- **Reports in the BASpay Retirement administration software help manage, prepare, receive and submit batches of data for key employees, salaries, enrollment, and contribution information** to analyze whether your plans discriminate in favor of highly compensated employees. By compiling this information electronically, you save time. Reports can be tailored for your plan administrator if they require specific formats.

#### **EASIER ENROLLMENT AND MAINTENANCE**

- **Eligibility and enrollment reports prepare you for the time-consuming task of annual benefit enrollment** by providing key information about who is eligible, who is already enrolled, and how much s/he can or does contribute or repay.

#### **PROVIDE FASTER AND BETTER SERVICE TO YOUR EMPLOYEES**

- **Electronic file transmission of deduction amounts, employer contributions, and demographics information** keeps your plan administrator up-to-date so employees receive more accurate and timely statements. Service your employees better by handling changes and contributions as soon as possible.
- **Support nearly any plan administrator.** Programs and customized file formats are available to support various plans and plan administrators, including:
  - ✓ American Express Financial Services
  - ✓ AmSouth
  - ✓ Bank of America
  - ✓ Charles Schwab
  - ✓ CIGNA - CITIBank
  - ✓ Fidelity - Hewitt & Associates
  - ✓ Merrill Lynch - Putnam
  - ✓ Wachovia - South Trust
  - ✓ T. Rowe Price - Vanguard
  - ✓ Public Employee Retirement (PERS)

#### **REDUCE THE LIKELIHOOD OF MISTAKES**

- **Eliminating the need to manually enter benefit information more than once can drastically reduce the chance of errors.** Information from 401(k), 403(b) and 457 plans can be sent directly from your payroll system to your third party administrator, without the need to re-enter data. This eliminates the possibility of error and saves hours of administrative time that would have been spent verifying data.

#### **LET THE SOFTWARE CALCULATE EMPLOYER CONTRIBUTIONS**

- **BAS can configure systems to calculate your employer contributions, even for fully employer-paid plans.** Even the most complex calculations can be fully automated using the information in Abra Suite HR and Payroll to determine the correct contribution amounts. Even "tiered" plans where employee contributions or employer matches are rolled through multiple plans are supported. Profit sharing contributions can also be calculated based on employee gross wages or specialized criteria that you specify.

#### **HANDLE LOANS TOO**

- **Transfer information for 401(k) loans to and from your administrator.** If employees borrow against their retirement accounts, you can transfer information regarding initialization and repayments each period.

**To see how the BASpay Retirement Management program can accommodate your plans, call Business Automation Specialists, Inc. at 727-896-2274.**

**Additional program information is available:**  
<http://www.baspay.com/Abra-Retirement-401K.asp>