**Summit Funding, Inc. 401k Plan**

**SRPS Plan ID: SMF**

**Payroll File Specifications**

* The file must include all employees
* Do not exclude non participating employees
* Any Current Year terminated employees must remain on file until Plan Year-End
* Any Prior Year terminated employees without current year earnings should be removed from the payroll file
* The file must contain one data record per employee
* Schwab requires that a Control Total and a Wire accompany every payroll file received
* File will SFTP
* Files should be Fixed Length (text files)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Field #** | **Description** | **Length** | **Range** | | | **Type** | **Comments** | **What this field does** |
| 1 | Record ID | 3 | 1 | - | 3 | X | Hardcode “100” | 100 reads as a record that needs processed and a 101 is a footer or header record |
| 2 | Plan ID | 3 | 4 | - | 6 | X | Schwab Assigned Value = **SMF**  Left Justified | Schwab’s identifier |
| 3 | Social Security Number | 11 | 7 | - | 17 | N | With Dashes (123-45-6789) | Employee’s account number on Schwab’s system. Very important that bogus and inaccurate SS#s be omitted. |
| 4 | Name | 32 | 18 | - | 49 | X | All Capitals  Last Name, First Name Middle Initial | Used for Identification purposes |
| 5 | Contribution Source 1 | 12 | 50 | - | 61 | N | **401K**  No decimal point; Two decimal places; Leading minus sign for negatives; No non-numeric characters; Right justified  Leading zeros | The amount to be processed into participant’s account.  401F, 401P,401KP |
| 6 | Contribution Source 2 | 12 | 62 | - | 73 | N | **401K Catch-Up**  See above definition  If N/A – Zero Filled | The amount to be processed into participant’s account.  401CF, 401CP |
| 7 | Contribution Source 3 | 12 | 74 | - | 85 | N | **Roth**  See above definition  If N/A – Zero Filled | The amount to be processed into participant’s account.  4ROTH, 4ROTP |
| 8 | Contribution Source 4 | 12 | 86 | - | 97 | N | **Roth Catch-Up**  See above definition  If N/A – Zero Filled | The amount to be processed into participant’s account.  401CR |
| 9 | Contribution Source 5 | 12 | 98 | - | 109 | N | **Employer Match**  See above definition  If N/A – Zero Filled | The amount to be processed into participant’s account.  401KM |
| 10 | Contribution Source 6 | 12 | 110 | - | 121 | N | **After Tax**  See above definition  If N/A – Zero Filled | The amount to be processed into participant’s account.  New Source to be added in UKG |
| 11 | Contribution Source 7 | 12 | 122 | - | 133 | N | **Schwab Assigned Source #7**  See above definition  If N/A – Zero Filled | The amount to be processed into participant’s account. |
| 12 | Contribution Source 8 | 12 | 134 | - | 145 | N | **Schwab Assigned Source #8**  See above definition  If N/A – Zero Filled | The amount to be processed into participant’s account. |
| 13 | Contribution Source 9 | 12 | 146 | - | 157 | N | **Schwab Assigned Source #9**  See above definition  If N/A – Zero Filled | The amount to be processed into participant’s account. |
| 14 | Contribution Source 10 | 12 | 158 | - | 169 | N | **Schwab Assigned Source #10**  See above definition  If N/A – Zero Filled | The amount to be processed into participant’s account. |
| 15 | Loan Payment #1 | 12 | 170 | - | 181 | N | No decimal point; Two decimal places; Leading minus sign for negatives (negative  sign should be included in the 12 spaces)  No non-numeric characters; Right  justified; Leading zeros. | The amount to be processed into participant’s account.  401L-401L10 |
| 16 | Loan Payment #2 | 12 | 182 | - | 193 | N | See above definition  If N/A – Zero Filled | The amount to be processed into participant’s account. |
| 17 | Loan Payment #3 | 12 | 194 | - | 205 | N | See above definition  If N/A – Zero Filled | The amount to be processed into participant’s account. |
| 18 | Loan Payment #4 | 12 | 206 | - | 217 | N | See above definition  If N/A – Zero Filled | The amount to be processed into participant’s account. |
| 19 | Loan Payment #5 | 12 | 218 | - | 229 | N | See above definition  If N/A – Zero Filled | The amount to be processed into participant’s account. |
| 20 | Pay Period Deferral/Allocation Compensation | 12 | 230 | - | 241 | N | Compensation eligible for Employee Deferrals, Matching and Profit Sharing Contributions  *(as defined in the Plan Document)* |  |
| 21 | Pay Period Plan Testing Compensation | 12 | 242 | - | 253 | N | Compensation used for Non-Discrimination Testing  *(as defined in the Plan Document)* |  |
| 22 | Pay Period Total Compensation | 12 | 254 | - | 265 | N | Compensation used to determine HCEs, Key Employees, Top-Heavy Minimums, etc.  *(as defined in the Plan Document)* |  |
| 23 | Pay Period Additional Compensation | 12 | 266 | - | 277 | N | To be defined | N/A |
| 24 | Pay Period Hours Paid | 4 | 278 | - | 281 | N | Hours **Are Not** Required for this Plan.  Whole hours only, no decimals  Right Justified, Zero Fill when N/A | Not required but will send |
| 25 | Plan YTD Contribution Source 1 | 12 | 282 | - | 293 | N | **YTD 401K**  No decimal point; Two decimal places; Leading minus sign for negatives; No non-numeric characters; Right justified  Leading zeros  If N/A – Zero Filled | YTD totals per source that Schwab will use when performing year-end testing. |
| 26 | Plan YTD Contribution Source 2 | 12 | 294 | - | 305 | N | **YTD 401K Catch-Up**  See above definition  If N/A – Zero Filled | YTD totals per source that Schwab will use when performing year-end testing. |
| 27 | Plan YTD Contribution Source 3 | 12 | 306 | - | 317 | N | **YTD Roth**  See above definition  If N/A – Zero Filled | YTD totals per source that Schwab will use when performing year-end testing. |
| 28 | Plan YTD Contribution Source 4 | 12 | 318 | - | 329 | N | **YTD Roth Catch-Up**  See above definition  If N/A – Zero Filled | YTD totals per source that Schwab will use when performing year-end testing. |
| 29 | Plan YTD Contribution Source 5 | 12 | 330 | - | 341 | N | **YTD Employer Match**  See above definition  If N/A – Zero Filled | YTD totals per source that Schwab will use when performing year-end testing. |
| 30 | Plan YTD Contribution Source 6 | 12 | 342 | - | 353 | N | **YTD After Tax**  See above definition  If N/A – Zero Filled | YTD totals per source that Schwab will use when performing year-end testing. |
| 31 | Plan YTD Contribution Source 7 | 12 | 354 | - | 365 | N | **YTD Schwab Assigned Source #7**  See above definition  If N/A – Zero Filled |  |
| 32 | Plan YTD Contribution Source 8 | 12 | 366 | - | 377 | N | **YTD Schwab Assigned Source #8**  See above definition  If N/A – Zero Filled |  |
| 33 | Plan YTD Contribution Source 9 | 12 | 378 | - | 389 | N | **YTD Schwab Assigned Source #9**  See above definition  If N/A – Zero Filled |  |
| 34 | Plan YTD Contribution Source 10 | 12 | 390 | - | 401 | N | **YTD Schwab Assigned Source #10**  See above definition  If N/A – Zero Filled |  |
| 35 | Plan YTD Deferral/Allocation Compensation | 12 | 402 | - | 413 | N | YTD Compensation eligible for Employee Deferrals, Matching and Profit Sharing Contributions  *(as defined in the Plan Document)* |  |
| 36 | YTD Plan Testing Compensation | 12 | 414 | - | 425 | N | YTD Compensation used for Non-Discrimination Testing  *(as defined in the Plan Document)* |  |
| 37 | Plan YTD Total Compensation | 12 | 426 | - | 437 | N | YTD Compensation used to determine HCEs, Key Employees, Top-Heavy Minimums, etc.  *(as defined in the Plan Document)* |  |
| 38 | YTD Additional Compensation | 12 | 438 | - | 449 | N | To be defined | N/A |
| 39 | Salary | 12 | 450 | - | 461 | N | Annual Base Salary | If utilizing Morningstar Advice or My Retirement Progress features, this field is a required field. |
| 40 | Plan YTD Hours Paid | 4 | 462 | - | 465 | N | Hours **Are** Required for this Plan.  Whole hours only, no decimals, Right  Justified, Zero Fill when N/A | YTD hours are needed for updating Vesting percent’s on Schwab's system (if any source is based on hours). |
| 41 | Pay Frequency | 1 | 466 | - | 466 | X | Monthly (12) = “M”  Semimonthly (24) = “S”  Biweekly (26) = “B”  Weekly (52) = “W”  Quarterly (4) = “Q” | This field is used to model loans. |
| 42 | Primary Address Line #1 | 40 | 467 | - | 506 | X | No Commas, All Capitals |  |
| 43 | Primary Address Line #2 | 40 | 507 | - | 546 | X | No Commas, All Capitals  Spaces if not applicable |  |
| 44 | Primary City | 80 | 547 | - | 626 | X | No Commas, All Capitals |  |
| 45 | Primary State | 2 | 627 | - | 628 | X | Postal abbreviation, All Capitals |  |
| 46 | Primary Zip Code | 10 | 629 | - | 638 | X | Format: 12345-6789 or 12345;  Left Justified |  |
| 47 | Primary Country | 30 | 639 | - | 668 | X | This field is required to be populated.  If outside USA, do not abbreviate |  |
| 48 | Foreign Address Indicator | 1 | 669 | - | 669 | X | Y = foreign Address,  N or blank = local address |  |
| 49 | Birth Date | 8 | 670 | - | 677 | N | MMDDYYYY | Required field - used for fund selection if using funds based on age or needed in determining eligibility. |
| 50 | Hire Date (original) | 8 | 678 | - | 685 | N | MMDDYYYY  True Hire date – do not include  Transfer or Rehire Dates. | Schwab's system derives many dates and status from the hire date. Any change in this field could cause a change in an employee's eligibility or vesting.  DO NOT PROVIDE A REHIRE  DATE IN THIS FIELD. |
| 51 | Plan Entry Date | 8 | 686 | - | 693 | N | MMDDYYYY | N/A ~ Required if Schwab is not to calculate eligibility in any of the applicable sources. |
| 52 | Plan Entry Date (for another source with different eligibility) | 8 | 694 | - | 701 | N | MMDDYYYY | N/A ~ Required if Schwab is not to calculate eligibility in any of the applicable sources. |
| 53 | Plan Entry Date (for another source with different eligibility) | 8 | 702 | - | 709 | N | MMDDYYYY | N/A ~ Required if Schwab is not to calculate eligibility in any of the applicable sources. |
| 54 | Plan Entry Date (for another source with different eligibility) | 8 | 710 | - | 717 | N | MMDDYYYY | N/A ~ Required if Schwab is not to calculate eligibility in any of the applicable sources. |
| 55 | Termination Date (if applicable) | 8 | 718 | - | 725 | N | MMDDYYYY  Blank if Not Applicable  True Termination Date – do not include Transfer Dates or Leave of Absence Dates. | All termination dates provided in this field will load into our system causing a terminated status to load and deferral elections to drop to 0. Termination dates should never exceed the payroll file date. |
| 56 | Rehire Date (date of most recent rehire) | 8 | 726 | - | 733 | N | MMDDYYYY  Blank if Not Applicable; | Only provide a Rehire date when an employee has been terminated and rehired, hence the most current date of employment.  DO NOT PROVIDE REHIRE DATE IN THE HIRE DATE FIELD. |
| 57 | Alternate Vesting Date | 8 | 734 | - | 741 | N | MMDDYYYY  Blank if Not Applicable | This field is required if vesting should be calculated from a date other than hire date. |
| 58 | Restricted Status (officer status field) | 1 | 742 | - | 742 | X | Officer = "O"  Non-officer = "R"  Blank as default  Define other codes |  |
| 59 | Loan Restriction | 5 | 743 | - | 747 | X | Blank as default  Define other codes | Schwab will use this field if any employees should be restricted from applying for a loan, ex. Employee on leave of absence. |
| 60 | Collective Bargaining Indicator | 1 | 748 | - | 748 | X | Union = “U”  Non-Union = “N”  Blank as default |  |
| 61 | Payroll Status | 1 | 749 | - | 749 | X | Active = “A”  Terminated = “T”  Deceased = “D”  Retirement = “R” | True payroll status – not retirement  plan status |
| 62 | Highly Compensated Status (HCE) | 1 | 750 | - | 750 | X | Highly Compensated = "H"  Non-highly compensated = "N" | Provide if Schwab is to monitor HCE’s deferral maximums that are different from all NHCEs. |
| 63 | Ineligible Status | 1 | 751 | - | 751 | X | N = Ineligible to participate  Blank as default  Define other codes | If an “N” is populated, Schwab will load the employee as an ineligible class which means they are not eligible for the plan. If an employee moves from an ineligible classification to an eligible employee then this change will need to be brought to your Relationship Manager’s attention. |
| 64 | Pay Location | 15 | 752 | - | 766 | X | Optional - Assigned by Plan Sponsor and Approved by Schwab; Spaces if N/A | Location Code |
| 65 | Reporting Division | 5 | 767 | - | 771 | N | Reporting Division **Is Not** Required for this Plan.  This field can be NUMERIC ONLY.  Spaces if N/A |  |
| 66 | Alternate Key #1 | 15 | 772 | - | 786 | X | Company Code  Spaces if N/A | **4609** |
| 67 | Alternate Key #2 | 15 | 787 | - | 801 | X | **UKG** File/Employee Number  Spaces if N/A |  |
| 68 | Transfer Indicator | 5 | 802 | - | 806 | X | “X” = indicates employee transferred to another division |  |
| 69 | Work/Home Telephone Number | 15 | 807 | - | 821 | X | 123-456-7890 – Option: hardcode main company telephone number. |  |
| 70 | E-mail Address | 50 | 822 | - | 871 | X | Full Internet Address  Space Fill if No Address | Workplace email addresses (preferred) or such other email addresses as may be provided by the Employer for purposes of notifying Participants of the availability of Participant Electronic Communications  Corp Email-Yes |
| 71 | Language Preference Code | 1 | 872 | - | 872 | X | English = “E”  Spanish = “S”  Other = “O” |  |
| 72 | Gender Code | 1 | 873 | - | 873 | X | Male = “M”  Female = “F” | Required for Schwab Retirement Planner advice product. |
| 73 | Marital Status – Taxable | 1 | 874 | - | 874 | X | Single = “S”  Married= “M”  Used for tax purposes | If not married assign single. |
| 74 | Federal Exemptions | 2 | 875 | - | 876 | N | Number of Federal exemptions  Used for tax purposes |  |
| 75 | Job Code Indicator | 1 | 877 | - | 877 | X | Full Time = “F”  Part-Time = “P” | Please provide if any employees are subject to a different eligibility requirement, ex. Part-timer must work 1000 hours in 1 year to be eligible but everyone else is eligible after 3 months of service. |
| 76 | Leave of Absence – Start Date | 8 | 878 | - | 885 | N | MMDDYYYY  Blank if Not Applicable | Yes |
| 77 | Leave of Absence – End Date | 8 | 886 | - | 893 | N | MMDDYYYY  Blank if Not Applicable | Yes |
| 78 | Leave of Absence Indicator | 1 | 894 | - | 894 | X | L = Leave of Absence |  |
| 79 | Retirement Date | 8 | 895 | - | 902 | N | MMDDYYYY  Blank if Not Applicable |  |
| 80 | Death Date | 8 | 903 | - | 910 | N | MMDDYYYY  Blank if Not Applicable |  |
| 81 | Filler | 40 | 911 | - | 950 | X | Filler |  |

Type N => Numeric

Type X => Alphanumeric **Total (Footer) Record: The following defines the CONTROL TOTALS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Field #** | **Description** | **Length** | **Range** | | | **Type** | **Comments** |
| 1 | Record ID | 3 | 1 | - | 3 | X | Hardcode “101” |
| 2 | Plan ID | 3 | 4 | - | 6 | X | Schwab Assigned Value = **SMF**; Left Justified |
| 3 | Pay Period Ending Date | 11 | 7 | - | 17 | N | Payroll Date; MMDDYYYY |
| 4 | *Filler* | 32 | 18 | - | 49 | N | *Filler* |
| 5 | Contribution Source 1 Total | 12 | 50 | - | 61 | N | Total of **401K**  No decimal point; Two decimal places; Leading minus sign for negatives; No non-numeric characters; Right justified; Leading zeros.  If N/A – Zero Filled |
| 6 | Contribution Source 2 Total | 12 | 62 | - | 73 | N | Total of **401K Catch-Up**  See Above Definition  If N/A – Zero Filled |
| 7 | Contribution Source 3 Total | 12 | 74 | - | 85 | N | Total of **Roth**  See Above Definition  If N/A – Zero Filled |
| 8 | Contribution Source 4 Total | 12 | 86 | - | 97 | N | Total of **Roth Catch-Up**  See Above Definition  If N/A – Zero Filled |
| 9 | Contribution Source 5 Total | 12 | 98 | - | 109 | N | Total of **Match**  See Above Definition  If N/A – Zero Filled |
| 10 | Contribution Source 6 Total | 12 | 110 | - | 121 | N | Total of **After Tax**  See Above Definition  If N/A – Zero Filled |
| 11 | Contribution Source 7 Total | 12 | 122 | - | 133 | N | Total of **Schwab Assigned Source #7**  See Above Definition  If N/A – Zero Filled |
| 12 | Contribution Source 8 Total | 12 | 134 | - | 145 | N | Total of **Schwab Assigned Source #8**  See Above Definition  If N/A – Zero Filled |
| 13 | Contribution Source 9 Total | 12 | 146 | - | 157 | N | Total of **Schwab Assigned Source #9**  See Above Definition  If N/A – Zero Filled |
| 14 | Contribution Source 10 Total | 12 | 158 | - | 169 | N | Total of **Schwab Assigned Source #10**  See Above Definition  If N/A – Zero Filled |
| 15 | Loan Payment #1 Total | 12 | 170 | - | 181 | N | **Total of Loan Payment #1**  If N/A – Zero Filled |
| 16 | Loan Payment #2 Total | 12 | 182 | - | 193 | N | **Total of Loan Payment #2**  If N/A – Zero Filled |
| 17 | Loan Payment #3 Total | 12 | 194 | - | 205 | N | **Total of Loan Payment #3**  If N/A – Zero Filled |
| 18 | Loan Payment #4 Total | 12 | 206 | - | 217 | N | **Total of Loan Payment #4**  If N/A – Zero Filled |
| 19 | Loan Payment #5 Total | 12 | 218 | - | 229 | N | **Total of Loan Payment #5**  If N/A – Zero Filled |