

# Involuntary Distributions and Locating Missing Participants

The terms of your plan document require participant account balances under \$5,000 be distributed from the plan.

First, you need to notify participants that the benefit will be involuntarily paid out if they do not make an election within 30 days.

If you cannot locate the participant to provide the notice, here are a few things the Department of Labor recommends trying:

- First, send a certified letter to the participant. It may be returned with a forwarding address.
- If you have the information, contact the participant's beneficiary.
- Check with your health insurance carrier, other benefits provider or payroll company to see if they have a new address.
- Talk to friends or co-workers of the participant to see if they know the participant's whereabouts.
- Do an internet search using a site like whitepages.com
- Look on Facebook, Linked In or other social media sites and send a message. Also look at friends and connections.

**Account Balances between \$1,000-\$5,000** – If have made an attempt to locate the participant as described above *or* you have a valid participant address and the participant does not respond after 30 days, a Rollover to an IRA should be initiated.

**Account Balances under \$1,000** - if you have a valid address and the participant does not respond after 30 days an involuntary cash distribution should be initiated. If you do not have an address and the above efforts to locate the participant fail, the vested account balance may be transferred to the Forfeiture Account. If the participant later resurfaces, the account will need to be reinstated either with Forfeiture Accounts funds, or if insufficient, from Company assets.