



Quick Guide—Automatic Rollover IRA

Edition 1.0

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1.1. Purpose Statement

PenChecks presents *Amplify*—A new benefit processing platform to help manage your distributions in the most effective way possible.

In order to best serve you, we have created this user guide to aid you through this new process.

If you have any questions or encounter any issues, please contact our *Customer Experience team* by phone or e-mail at

Phone: +1(800)-541-3938 Email: info@penchecks.com

1.2. Web Browsing Requirements

Amplify works best on the following web browsers:

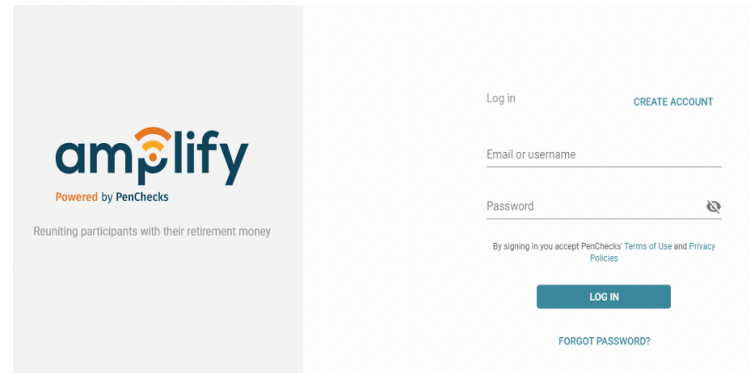
- Internet Explorer 11
- Chrome
- Firefox
- Microsoft Edge Safari

Create a new account

1. Go to amplify.penchecks.com

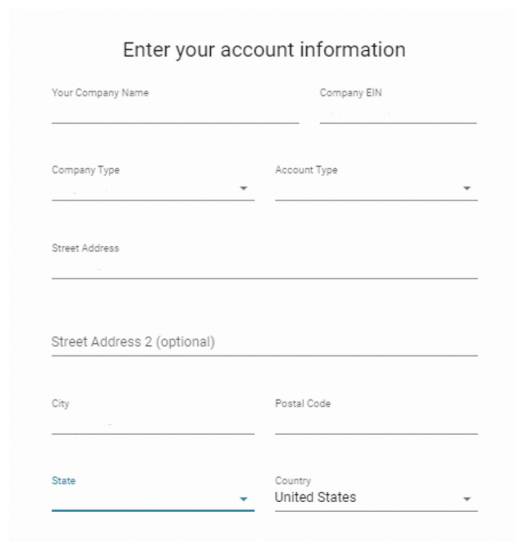
2. Create Amplify Login and **continue**

- Amplify will prompt you to verify email your email address
- Retrieve verification code from your email and provide code at prompt

The image shows the Amplify login and account creation interface. On the left, the Amplify logo is displayed with the tagline "Powered by PenChecks" and "Reuniting participants with their retirement money". On the right, there is a login form with fields for "Email or username" and "Password", a "LOG IN" button, and a "FORGOT PASSWORD?" link. Above the login form is a "Log in" link and a "CREATE ACCOUNT" link.

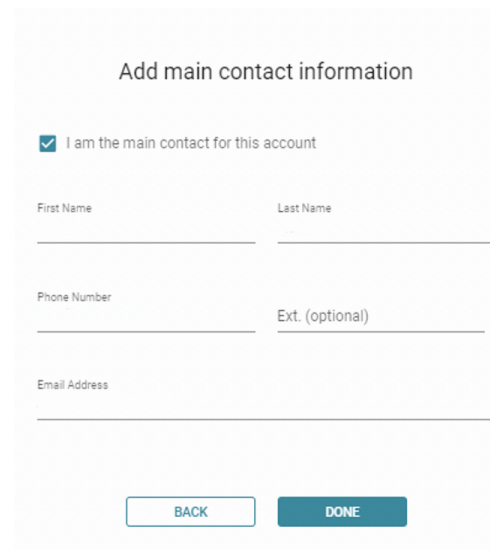
3. Enter account information

Note: If you do not have company EIN on hand enter any 9 digit number and update at a later time.

The image shows the "Enter your account information" form. It includes fields for "Your Company Name", "Company EIN", "Company Type", "Account Type", "Street Address", "Street Address 2 (optional)", "City", "Postal Code", "State", and "Country". The "Country" field is currently set to "United States".

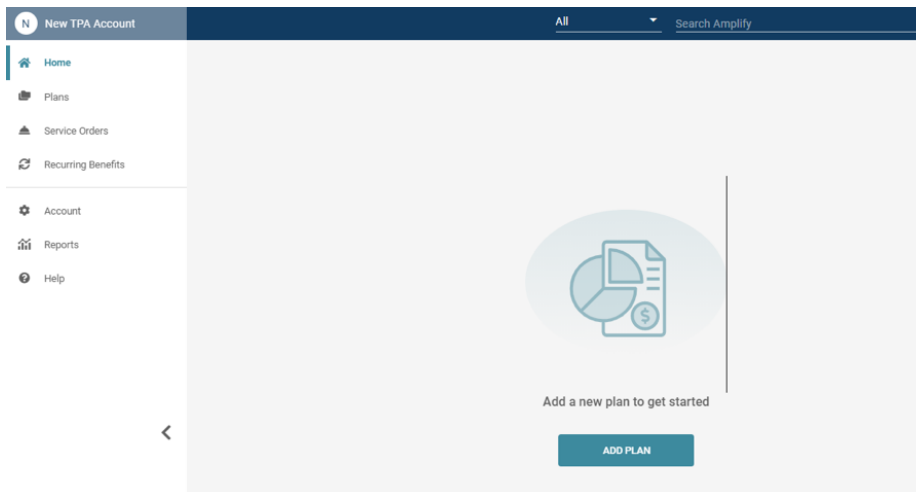
4. Add Main Contact Information

Note: Main contact will act as distributions administrator

The image shows the "Add main contact information" form. It includes a checkbox labeled "I am the main contact for this account" which is checked. Below this are fields for "First Name", "Last Name", "Phone Number", "Ext. (optional)", and "Email Address". At the bottom, there are "BACK" and "DONE" buttons.

Add a plan

5. From homepage select Add Plan



6. Enter details and Add Plan

Note: Plan sponsor name is your company name

Plan name is your company and the plan type (ex: Domino's 401k Plan)

Information entered can be edited at a later time

Add Plan

Plan Sponsor Name
Start typing to search...

Plan Name

+ ADD PLAN SPONSOR

Plan Type

☐ Plan is terminating

☐ Plan is subject to annuity

Assets held at

Custodian account number

Trustee first name

Trustee last name

Trustee email address

Trustee phone number

ADD PLAN

Create Service Order

7. From plan page select New Order

Home Plans Service Orders Recurring Benefits Account Reports Help

New Business 401k Plan
All plans > New Business 401k Plan

Plan Details Assets Fees

New Business 401k Plan

Show All | Plan Sponsor Plan Details Custodians Trustees

Plan Sponsor ID: AC-210301-387-2186
Company Name: Business Name
Company Type: Corporation
Company EIN: 99-9999999
Address: 123 Fake St, San Diego, CA 92116
Contact Information

NEW ORDER

8. Choose service

What type of service do you need?

Distributions: I need to make a one-time payment to participant(s).

Automatic Rollover IRAs: I was unable to locate participant(s) or they are non-responsive and need to rollover funds.

1099-R/Tax Payments: I need 1099-Rs or 1099-R & tax remittance services only.

Uncashed Checks: I need to process uncashed check(s).

Participant Search: I need to find the current mailing address for participant(s).

Not sure which service to select?
COMPARE SERVICES

9. Select who will pay for fees

Note: If you would like TPA fee to be billed to participant check "Charge Custom Requestor Fee"

10. Provide participant data

11. Submit order and print/save a copy of Review Summary page

Fees

Service fees paid by
☒ Participant
☐ Plan Sponsor: Business Name
☐ Master Account: New TPA Account

☒ Charge custom requestor fee

Requestor fee paid by
☒ Participant
☐ Plan Sponsor: Business Name

Requestor fee amount \$ %

Fee amount
\$ 0.00

Transfer assets to PenChecks

12. Forward copy of review summary page to custodian or plan sponsor to initiate funds transfer

Note: Plan ID must be entered in memo section of check, wire, or ACH

13. Confirmation email will be sent, upon receipt of deposit