



Pension Benefit Guaranty Corporation  
1200 K Street, N.W., Washington, D.C. 20005-4026

**MEMORANDUM**

Date: May 23, 2005

To: Distribution

From: XXX, Branch Manager, BPB/RSD

Subject: Payment schedule for July benefit payments, deadlines and task assignments for:

- State Street Corporation (SSC)
- Benefit Administration Processing Department (BAPD)
- Trusteeship Processing Divisions (TPD)
- BAPD Retiree Services Division (RSD)
- Benefit Payment Branch (BPB)
- BAPD/RSD Participant Support Branch (PSB)
- Settlement Implementation Department – TPD8 (SID)
- Field Benefits Administrators (FBA)
- Office of Information Technology (OIT)
- Operations and Actuarial Systems Division (OASD)

Deadlines are close of business unless otherwise noted.

06/01 SSC SID Trial Balance – June 15<sup>th</sup> payments.

06/03 OASD Generate alphanumeric case listings, deliver to PSB.

06/07 PSB Post alphanumeric case listing.

06/09 SSC SID Check Run for June 15<sup>th</sup> checks.

06/10 SSC Mail SID checks.

06/10 SSC FAX SID Funding Request to Deputy Director, BAPD.

06/10 BPB Integrator file containing all transactions sent to SSC.

06/10 BAPD BAPD Deputy Director forwards funding request (SID payments) to FOD/COD/General Accounting Branch for funding to arrive on June 15<sup>th</sup>.

- 06/10 ( BAPD ) Submission DEADLINE for all Payment Cutoff transactions for July Annuities, Specials, Lump Sums, July 2, 2005 4049 Distributions, and July 15<sup>th</sup> SIDS Distributions.
- 06/15 ( BAPD ) **9 AM - Complete Authorizations: PAYMENT QUEUE all transactions for July Annuities, Specials, Lump Sums, July 2, 2005 4049 Distributions, and July 15<sup>th</sup> SIDS Distributions.**
- 06/15 ( BPB ) **9 AM** - INTEGRATOR file containing all transactions sent to SSC.
- 06/16 ( SSC ) Send Trial Balance – Annuities, Specials, and Lump Sum Checks.
- 06/16 ( BPB ) BPB forwards Trial Balance Variances for Annuities, Specials, Lump Sums, and deaths to Variance Coordinators.
- 06/16 ( SSC ) FLEMING PENSION PLAN “Rollover” - Trial
- 06/20 ( BAPD ) **NOON** – Complete Trial Balance Variances for Annuities, Specials, Lump Sums, and deaths and forward to RSD Variance Coordinator.
- 06/20 ( BAPD ) **NOON** – Submit NBX forms to be processed for July to BPB.
- 06/20 ( BAPD ) **NOON** – Lump Sum memos for category code, tax election, address, name and SSN changes and MEC forms to SSC.
- 06/21 ( BPB ) INTEGRATOR file containing all transactions and error corrections from previous files sent to SSC. **NOTE:** Deaths processed *after this date* require CARFs.
- 06/22 ( SSC ) CHECK RUN - Annuities and Special checks.
- 06/23 ( SSC ) Lump Sum Check Run
- 06/23 ( SSC ) 4049 Lump Sum Check Run
- 06/23 ( SSC ) FLEMING PENSION PLAN “Rollover” – Check Run
- 06/24 ( SSC ) LS Split Check Run
- 06/24 ( SSC ) 4049 Split Check Run
- 06/24 ( CIT ) Complete loading of July PLUS ledgers from Annuity and Special Check runs. Ledgers are available to users through PRISM Online.

- 06/24 (CIT) Complete loading of *July* PLUS ledgers from 4049, 4049 split, lump sum and lump sum split check run. Ledgers are available to users through PRISM Online.
- 06/27 (SSC) NOON - FAX Funding Request to Deputy Director, BAPD, for Annuities, Special Checks, 4049 and 4049 split payments.
- 06/27 (SSC) NOON - Pull EDDs (due to deaths).
- 06/27 (BAPD) BAPD Deputy Director sends funding request for Annuities, Specials, 4049 and 4049 split payments to FOD/COD/General Accounting branch for funding to arrive on June 30, 2005.
- 06/27 (SSC) NOON - FAX Funding Request to Deputy Director, BAPD, for Lump Sums and Lump Sum Split Payments.
- 06/27 (BAPD) BAPD Deputy Director sends funding request for Lump Sums, Split Payments to FOD/COD/General Accounting Branch for funding to arrive on June 30, 2005.
- 06/28 (SSC) Mail Annuity, Special, Lump Sum and 4049 Distribution checks.
- 06/29 (SSC) Send Funding Backup to BPB.
- 06/30 (BAPD) Forward transactions over \$50,000 to BAPD Director for authorization of August checks.