



**March 22, 2012 -  
Advanced**

Doubletree Hotel  
455 South Broadway  
Tarrytown, NY  
914-631-5700

**March 28, 2012 – Basic  
March 29, 2012 -  
Advanced**

Ramada Syracuse  
1305 Buckley Road  
Syracuse, NY  
315-457-8670

**Schedule**

8:00 am - Registration  
8:30 am - Program  
12:00 noon - Lunch  
4:00 pm - Adjourn

**Questions**

Rose Murjani  
212-297-1666  
[rmurjani@nyba.com](mailto:rmurjani@nyba.com)

**Instructor**

Frank LaLoggia  
Ascensus

*"Frank covered so much material but he made each item clear, simple and understandable."*

*"The seminar was great. The instructor was fantastic."*

## IRA Essentials 2012 – Basic Seminar

Over the last 37 years, millions of people have used IRAs to save for retirement. As of June 30, 2011, IRA assets totaled \$4.9 trillion, up 0.7 percent from March 30, 2011. IRAs will continue to play an important role in the retirement industry as more employers shift the burden of saving for retirement to their employees. Now is the perfect time for your firm to capture and retain a piece of the growing IRA market.

**IRA Essentials** is *the* seminar for individuals who are just starting out in retirement services or for those who simply need a refresher on IRAs. Attendees will learn the requirements for establishing an IRA, contributing to an IRA, and distributing from an IRA. Through hands-on training and real-life examples, the presenter, Frank LaLoggia, will create an effective learning experience for all participants.

**Who Should Attend?**

- Those employees new to IRAs who need to understand the basic rules that govern Roth and Traditional IRAs;
- Those employees looking for an updated, general refresher on IRA rules.

## Advanced IRAs 2012

Recent industry studies show that 1) more than 40 percent of U.S. households own IRAs, 2) rollovers from employer-sponsored retirement plans account for most of the growth in IRAs, and 3) almost half of the people who roll over their retirement plan balances into IRAs do so with a financial firm that services their other accounts. These facts emphasize the need for IRA administrators to fully understand IRA compliance rules, as well as how they can best serve – and retain – their existing clients.

Through hands-on training and peer discussions, this seminar will concentrate on challenging IRA compliance and operations issues to help you confidently service your clients' complex needs. Topics include document amendments, pro rata distributions, beneficiary options, federal income tax withholding requirements, and portability. The seminar will close with a discussion of common legal issues that you may encounter in your day-to-day IRA operations.

**Who Should Attend?**

- IRA administrators, personal bankers, and other staff who have a working knowledge of basic IRA operations and wish to expand upon their expertise and provide enhanced customer service;
- Financial professionals who recognize that a Roth IRA can provide flexibility in retirement planning and distribution options;
- Seasoned IRA professionals who may need to recharge their IRA batteries to understand and explain the latest IRA features;
- Compliance personnel with procedural oversight of IRA policies and practices;
- Support personnel responsible for promotional materials that describe the services provided by their organization.

# AGENDA

## IRA Essentials – Basic Seminar

### **Roth & Traditional IRA Plan Establishment**

- IRA beneficiary designations
- IRA plan agreements and disclosure statement requirements

### **Contributions**

- IRA contribution eligibility requirements
- Contribution limits and deadlines
- Contribution reporting requirements

### **Distributions**

- Compare the tax consequences of Traditional and Roth IRA distributions
- Review withholding requirements
- Learn exceptions to the early distribution penalty tax
- Understand required minimum distribution requirements
- Summarize IRA beneficiary options
- Examine distribution reporting requirements

### **Portability**

- Compare transfers and rollovers
- Discuss rollovers between IRAs and employer-sponsored retirement plans
- Review conversion and recharacterization procedures

### **Required Reporting**

- Review annual reporting requirements
- Explain IRS reporting deadlines

### **After attending this seminar, you will be able to:**

- Understand the IRA establishment process
- Know how to select and complete appropriate forms for IRA transactions
- Recall Traditional and Roth IRA contribution limits
- Realize which procedures to follow when accepting IRA contributions
- Understand how to process IRA distributions
- Recognize the types of reports you must submit to IRA owners and to the IRS
- Know the pertinent information you must include on required reports

## Advanced IRAs

### **Documents**

- Review IRA opening documents
- Discuss document amendment requirements
- Learn the procedures for handling financial organization mergers and acquisitions
- Understand proper reporting in the year of a merger or acquisition

### **Distributions**

- Calculate the nontaxable portion of an IRA distribution that includes nondeductible assets
- Examine unique issues related to required minimum distributions
- Discuss beneficiary distribution options
- Understand beneficiary disclaimers
- Learn how trust and estates as beneficiaries may affect distribution options

### **Withholding**

- Identify the withholding requirements specific to each IRA
- Study the withholding notice and election rules
- Realize how the withholding rules differ for nonresident aliens
- Summarize the withholding penalties

### **Portability**

- Learn how to roll over retirement plan assets to IRAs
- Examine unique issues related to conversions
- Calculate the net income attributable on a recharacterization
- Understand how to properly report a recharacterization
- Discover which extensions may apply to IRA transactions and where to find current information about extensions

### **Legal Issues**

- Distinguish between the different types of IRA creditors
- Discover the differences between a power of attorney and a guardianship
- Explore the topic of minors as IRA owners

**Registration:** \$240 first registrant; \$210 each additional registrant; covers the cost of instruction, reference manual, refreshments and lunch per day. To register, complete registration form and return to address/fax noted. Checks payable to: New York Bankers Association. Visa, MasterCard, and Discover are accepted.

Note: NYBA seminars provide lunch; hence, pricing is higher than seminars offered directly by Ascensus.

**Continuing Education:** The New York Bankers Association is an approved sponsor of continuing professional education (CPE) for Certified Public Accountants and is registered with the New York State Board for Public Accountancy.

Ascensus approved credit: ICB – 7.25 credits: CRSP, CTFA, CISP; CFP – 6.0 credits

# Registration Forum

## IRA Seminars – Basic and Advanced

**Locations:** Tarrytown: Mar 22-Advanced Only Syracuse: Mar 28-Basic & Mar 29-Advanced  
**Registration Fees:** \$240 per registrant; \$210 each additional registrant (PER DAY)  
**Payment type:**  Check enclosed  Please invoice  MasterCard  Visa  Discover  
Card # \_\_\_\_\_ Exp \_\_\_\_\_  
Name on Card \_\_\_\_\_ V-Code \_\_\_\_\_

Please fill out completely; copy form for additional registrants.

Name \_\_\_\_\_ Nickname \_\_\_\_\_ Title \_\_\_\_\_  
Mailing Address \_\_\_\_\_ **Date(s) Attending** \_\_\_\_\_  
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Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

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Authorized by:

Name \_\_\_\_\_ Title \_\_\_\_\_  
Institution \_\_\_\_\_ Phone \_\_\_\_\_

Send registration form and payment to:

New York Bankers Association  
Attn: Rose Murjani  
99 Park Avenue, 4<sup>th</sup> Floor  
New York, NY 10016

Or, FAX to 212-297-1683

**Cancellation Policy:** Cancel at least two weeks before seminar date and receive a full refund. Cancel less than two weeks prior to seminar date and receive refund less \$50 cancellation fee. No refunds will be granted for cancellations made less than one week prior to the seminar date. There is no charge for substitutions; please call 212-297-1666 with name(s) of replacements(s).