MERIT

Maine's Retirement Investment Trust

Employer Guide

Maine's retirement savings program will impact you! Here are some things you need to know and tasks to follow to ensure compliance with this program.

How does MERIT impact employers?

Whether you offer an employer-sponsored plan or not, you MUST TAKE ACTION and log into the MERIT site to enroll your employees or mark yourself as exempt from the program.

Communicate with your staff!

Be sure to let your staff know about MERIT and their options. Communicate that 5% of their pay will be taken if they do nothing! Employees can only make changes on the MERIT website at meritsaves.com.

Employer Checklist

Follow the below checklist in order when planning on setting up your MERIT account. If you have an employer-sponsored retirement plan, you still need to take action to mark yourself as exempt from the plan and provide backup of your compliance, so skip ahead to part 2.

Part 1: isolved cleanup

First, in your isolved account, navigate to Employee Management > Employee Maintenance > General. Here, select which employee you would like to edit. A few pieces of information will need to be updated or confirmed for each employee before you register for the program.

- [ ] We need to make sure we have a PHYSICAL ADDRESS for each employee in the Employee Address section. P.O. Boxes will not be accepted by MERIT.

- [ ] Each employee needs to have an email address in the self-service email section.

- [ ] Each employee needs to have a birthday entered for them under the Personal Information section.

See next page for the highlighted fields that need to be completed.

PaperTrails

MERIT Maine Retirement Investment Trust

General

☐ If an employee would like to use a P.O. Box address, you can enter these under Employee Management > Employee Maintenance > Override Address. Remember the PHYISCAL ADDRESS must be under the General screen and the P.O. Box in the Override Address screen.

☐ Next, you must run a payroll to "commit" this data for the system update its' records.

☐ Once a payroll has been run, please contact your payroll processor and request a copy of the "ME Retirement Savings – Initial Census Report". This report will provide you with the entire employee list that you need to upload to MERIT.

Part 2: Log onto MERIT

Now that your employee information is setup correctly, it is time to A) register your business or, B) if you have an employer-sponsored plan already in place, mark yourself as exempt and provide the required backup of your compliance. To register, either navigate to www.meritsaves.com or click the link provided in the email sent to you by MERIT.

☐ You will need a few pieces of information: the EIN of the company (the EIN is your business' IRS-issued Tax ID Number), the access code provided in the invitation to register, and a valid email address.

☐ Click the employers tab at the top of the screen. Then click the "Register your business" button near the top right.
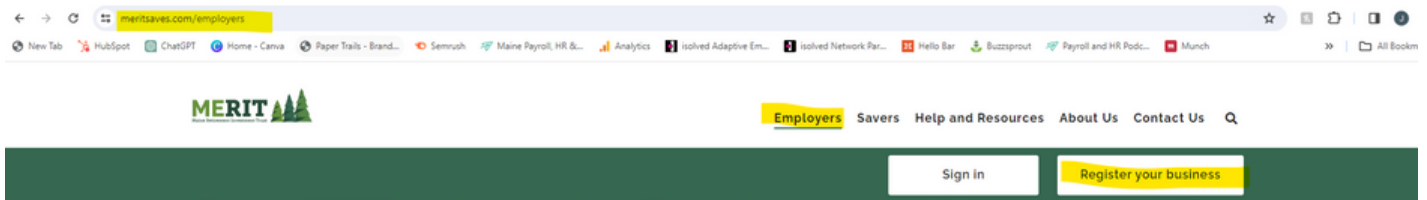
☐ Enter your business EIN (Tax ID Number) and your Access Code at the "Employer Verification" screen, then hit "Begin".

Note: If the correct access code is entered with an incorrect EIN 3 times during verification, the registration will be locked out. If you are locked out, don't know your Access Code, your invite has expired or for other help, please contact clientservices@meritsaves.com or (833) 608-8811 for assistance.

☐ Next, you will be prompted to confirm whether you want to register your business or certify your exemption.

☐ If you need to register your business, click that button and hit "Continue". Then follow along with the rest of this checklist for next steps.

☐ If you need to only mark yourself as exempt, choose the certify my exemption button and hit "Continue".

☐ On the next screen, you will choose the reason for exemption and hit the "Confirm Exemption" button. Save the exemption code you receive, and you can stop here.
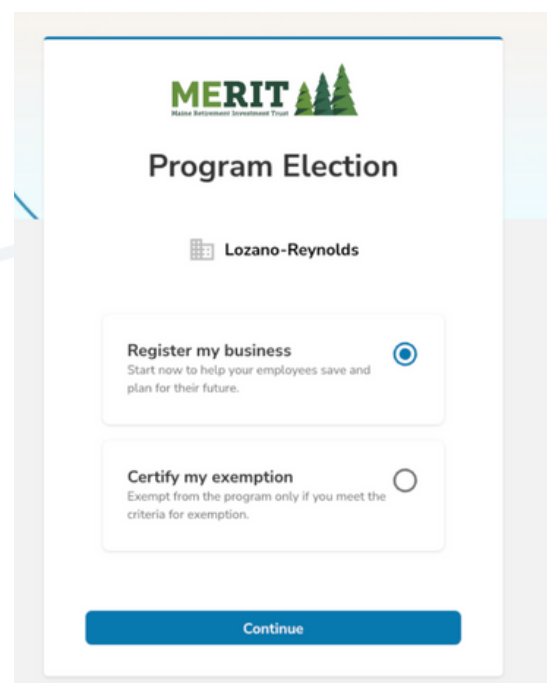
Part 3: Register and Onboard Your Business

You only need to continue from here if you are registering your business. If you have marked yourself as exempt, you are done.

☐ Complete the registration process on the MERIT website using the Access Code provided via email or letter.

☐ Complete the company onboarding process on the MERIT website.

☐ If you plan to use the Paper Trails integration (explained below), you MUST use the bank account via ACH debit method of payment when setting up your payments during the onboarding process.

For help with completing registration or onboarding, use the articles located on the MERIT Help Center.

Part 4: Employer Responsibilities

After you have completed the company registration and onboarding process, you have some ongoing responsibilities as the "facilitator" of the program.

☐ Once your employee information is uploaded and onboarding is complete, each employee will receive a notification from MERIT. Be sure to make them aware that you have enrolled them in this program and that they have some responsibilities as well.

→ Employees will have 30 days to decide if they want to be enrolled in the plan, or opt-out of the plan. They must create an account and elect to opt-out, otherwise 5% of their pay must be deducted and put in their account.

→ Employees can create an account and change their contribution amount if they wish. They can choose any amount from 1% to 100%.

→ If employees need more information on this, direct them to www.meritsaves.com/savers for more information and FAQs.

☐ As an employer, you must now wait 31 days before uploading employee contribution rates. You will receive notification reminders from MERIT as the 31 day window closes. After the 31 days, log into your account and upload the contribution rate for each employee.

☐ With each pay cycle, log into your account and manually upload payroll contributions for each employee. More information on completing this process can be found at meritsaves.com/employers. *Unless you have a direct integration with MERIT through Paper Trails. See Part 5 below for more information.*

☐ If an employee makes a change to their contribution percentage, or decides to opt-in to the program, you must update this in isolved and your MERIT portal. MERIT will email these amounts to you when this happens.

☐ In isolved, navigate to Employee Management > Employee Pay > Deductions to update the contribution amount.

Deductions

∨ Expand All Groups	∧ Collapse All Groups	↺ Clear Grouping/Filters

Drag a column header here to group by that column

Pay Item ▼	Schedule ▼	Amount ▼	Percent ▼	Balance ▼	Arrears ▼
Medical Pre-tax	Every Pay*				
Vision Pre-tax	Every Pay*				
HSA Pre-tax	Every Pay*				
FSA Medical	Every Pay*				
FSA Dep Care	Every Pay*				
FSA Limited	Every Pay*				

☐ As you hire new employees, be sure to enroll them in the MERIT program. To add a single employee start by clicking on the 'Add Employee' button from the Employee Management home page. After selecting 'Add Employee' you will see the employee information fields, enter the employee information and click "Save New Employee".

IF using the Paper Trails/MERIT integration, Paper Trails will send new employee info to MERIT

Part 5: Payroll Integration

Paper Trails is one of a handful of payroll providers that is happy to provide an integration with MERIT and Vestwell to its' clients to make the payroll contribution process easier.

A payroll integration is a process in which MERIT will receive demographic information about your employees and their after-tax Roth IRA Contributions via an automated feed directly to MERIT on each pay date.

This is a one-way integration in which MERIT will receive information directly from Paper Trails, however, MERIT can not send information back.

☐ If you would like to take advantage of this integration and have Paper Trails submit contributions each pay cycle automatically, please email your payroll processor.

Paper Trails will send ongoing contributions and census with each pay cycle via this integration.

This process may take several weeks, especially in the early days of the program as numerous employers are getting setup. You continue to be responsible for logging into the MERIT portal to make employee contributions until testing is complete. Please do not forget to do this with each payroll!

☐ Once this integration is tested and live, you as the employer still have some ongoing responsibilities.

→ ☐ It remains your responsibility as the employer to ensure that all employee deductions are updated within isolved AND ensure that all employee contributions that have been deducted from their checks is transmitted to MERIT in a timely manner.

→ ☐ While we have many tools in place to monitor this integration, you may receive notice that a file was not submitted for a particular pay date. If you receive a notice like this, please send it along to your payroll processor ASAP so we can fix the problem and get contributions submitted.

→ ☐ When employees update their contribution amounts, you must log in to isolved and update this on the Employee Deductions screen as shown below. MERIT will email these amounts to you when this happens.

Part 6: Bookkeeping

Don't forget, these contributions and payments made through MERIT need to be updated on your business' books.

☐ As employees make contributions to their plans, these contributions should go on your books as an outstanding liability. Post these to an "other current liability" account on your books titled "MERIT Payable".

☐ Paper Trails will send the contributions via integration, or if you do not have an integration, upload the contributions manually to your MERIT portal each pay date.

☐ MERIT will take the total amount of your employees' contributions from your bank account 2-3 days after pay date.

☐ Debit the total amount of the employee contributions from the prior week's payroll to the "MERIT Payable" account on your books when this happens.

☐ This will wash the employee contributions in and out of your books having no impact on your books.