

## LTPT Census Data Acknowledgement

Nova is requesting long-term part-time employee census data ("LTPT census data") for all years beginning with the later of 2021 or the year your entity was formed. The information is required to determine if any employees qualify as long-term part-time (LTPT) employees and to determine the appropriate vesting for such employees

### **Action Required**

Please review the information below and if you are unable to provide LTPT census data, complete the acknowledgement section of this form. If you complete the acknowledgement, Nova will move forward with the implementation of your plan and will not request LTPT census data again. **Regardless of your election, Nova requires full census from the most recent prior year to proceed.**

### **Background Information**

LTPT employees are a newly defined group under SECURE Act and SECURE Act 2.0. LTPT employees are certain employees that do not meet standard eligibility requirements but are eligible to participate in employer-sponsored retirement plans.

To be classified as an LTPT employee, an individual must have worked at least 500 hours in each of two consecutive 12-month periods and be at least 21 years old by the end of the last of those periods. For vesting purposes, all the years of service in which the LTPT employees completed 500 hours must be counted.

Please note that if LTPT employees are erroneously not allowed to enter your plan, if applicable, may impose additional employer contributions, penalties and plan compliance failures.

If the requested census data is not provided, Nova will follow the provisions of your plan document. This includes the use of the "Equivalency method" which assumes that for employees in which actual Hours of Service are not maintained or available that the employee worked 190 hours per month (over 1,000 hours per plan year).

If the requested census data is provided after your plan leaves Implementation, additional out-of-scope services and charges may be required.

If you are unable to provide LTPT census data, complete the acknowledgement section below. Once a signed acknowledgement is received, Nova will no longer follow up on LTPT census data. Instead, Nova will use assumptions based on your plan document elections, regarding employee census history for those years. **Regardless of your decision, Nova requires and must receive full census for the plan year immediately preceding the plan year for which Nova is providing standard administration services.**

If we do not receive the acknowledgement below, Nova will request LTPT census data three additional times. If LTPT census data is not received after the additional requests, your company will be deemed to have declined to provide the LTPT census data and no additional follow-ups will be made.

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### **Acknowledgment Section**

\_\_\_\_ The Company elects **not to** provide LTPT census data for the Plan. The Company acknowledges that LTPT eligibility will be calculated based on the equivalency method in the plan document.

Plan Name: \_\_\_\_\_

Company : \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Hilda,

As your Third-Party Administrator, Nova is here to help you remain in compliance with regulatory requirements. To assist with these requirements, we need to collect employee census data from prior years for your plan. The prior year(s) census data we collect is used in several aspects of plan compliance and setup. **Please note:** Census data that you may have previously provided was for illustration purposes and/or to set up participant accounts only.

### **ACTION REQUIRED**

Please log in to our secure web portal, [PlanSponsorLink](#), and submit your prior year-end census information as soon as possible, but no later than 02/10/2025. Please submit employee census data for the following plan years: 2021 and 2022 and 2023 and 2024. To submit each year's data, complete the steps below:

- Access the annual request from the 'My Active Tasks' list.
- Click on 'Begin Task' to the right of each project containing CENSUS listed under "My Active Tasks."

A census template is attached to this email for easy referencing. You are not required to complete all the fields on the census template; please review the attached PlanSponsorLink Quick Reference Guide for detailed information on which fields you must complete, as well as helpful information on how to login to and/or reset your password for the [PlanSponsorLink](#) portal.

**If you are unable to provide LTPT employee census data for all or some of the requested years (prior year LTPT project periods), you can complete the [LTPT Census Data Acknowledgment](#). This acknowledgement will stop additional follow ups from Nova for the 20XX (Prior year basic project periods) census data, and Nova will use assumptions, based on your plan document elections, regarding employee census history for those years. Regardless of your decision, Nova requires and must receive the census from 20XX (most recent prior year).**

If you have any questions, please contact me.

Virginia Graham  
Implementation Specialist