



Ideas + Solutions = Success
Brought to You by The Hawaii Credit Union League

IRA Essentials & Advanced Seminar

September 2-3, 2010

HawaiiUSA Community Conference Room
1226 College Walk, Honolulu

IRA Essentials is a full-day seminar that gives you a solid foundation of IRA knowledge. You will leave this session able to work with IRA owners and process basic IRA transactions with confidence. Topics covered are:

- IRA fundamentals, including regular contributions
- IRA distributions
- IRA transfer and rollover contributions
- IRA tax reporting overview

IRA Advanced is a full-day seminar that builds on the your basic IRA knowledge to help you with more complex IRA issues. You will participate in real-world credit union activities, allowing you to apply what you learn immediately back on the job. Topics covered are:

- IRA benefits
- IRA tax reporting, including withholding
- IRA transactions, including distributions, excess, recharacterizations, and taxation
- Required minimum distributions
- Processing an IRA death claim

Those attending either session should bring a hand-held calculator.



Early Bird Deadline
August 12, 2010

Final Deadline
August 26, 2010

Thursday, September 2, 2010
9:00 a.m. - 4:30 p.m.

The IRA Essentials Seminar gives you a solid foundation of IRA knowledge. Exercises are included throughout the day to help you apply information to job-related situations. You will leave this session able to work with IRA owners and process basic IRA transactions with confidence. This is a beginner's session; no previous IRA knowledge is assumed. The trainer will utilize real-world exercises to help participants apply information to job-related situations. Please bring a hand-held calculator.

Program Agenda for the IRA Essentials Seminar

- **IRA Fundamentals:** Examine the importance of retirement savings to your members and your credit union. Identify the differences between traditional and Roth IRAs and review the process for establishing an IRA. Learn about the regular contribution limits and deadlines. Identify the eligibility requirements for traditional and Roth IRA contributions.
- **IRA Distributions:** Discuss the process for removing funds from traditional and Roth IRAs. Identify IRS penalties and their exceptions and learn when to withhold for income taxes. Discover when owners are required to remove their IRA funds.
- **IRA Transfer and Rollover Contributions:** Identify the differences between a rollover and a direct transfer. List the difference when the money comes from a qualified retirement plan instead of an IRA.
- **IRA Tax Reporting Overview:** Review the basic tax reports that the IRA owners receive, such as the IRS Form 5498 and the IRS Form 1099-R.

Friday, September 3, 2010
9:00 a.m. - 4:30 p.m.

The IRA Advanced Seminar builds on the your knowledge of IRA basics to help you address more complex IRA issues at the credit union. This is an advanced session; previous IRA knowledge is assumed. The trainer will utilize real-world exercises to help you apply information to job-related situations. Please bring a hand-held calculator.

Program Agenda for the IRA Advanced Seminar

- **IRA Benefits:** Identify the tax advantages of the traditional and Roth IRAs.
- **IRA Tax Reporting:** Analyze the IRS Form 5498 and 1099-R tax statements. Describe the withholding requirements on both a federal and state level.
- **IRA Transactions:** Identify different types of contributions that can be made to traditional and Roth IRAs, such as rollover contributions, including the automatic waiver of the 60-day rule and traditional IRA to Roth IRA conversions. List how and when these contributions are reported to the IRA owner and the IRS. Discuss the tax consequences of distributions from traditional and Roth IRAs. Define an excess contribution, as well as a recharacterization. Analyze the requirements for reporting distributions to the IRA owner and the IRS.
- **Required Minimum Distributions:** Differentiate when to use the Uniform Lifetime Table and the Joint Life Expectancy Table. Review the tax reporting requirements for required minimum distributions (RMDs).
- **Processing an IRA Death Claim:** Examine the steps involved in the death claim process.

About Your Instructor

Paul Kern is a training consultant for Ascensus, Inc., a division of Crump Group, Inc. He develops and delivers IRA training programs on a national level to meet the needs of credit unions and leagues. Kern is the project manager for eLearning and IRA University and is also responsible for custom in-house seminars associated with implementation projects.



Prior to joining Ascensus, Kern worked in K-12 education for 10 years. He taught first and second grade and was a technology integrator. His primary responsibilities included integrating technology into K-12 curriculum to meet state and federal standards, individual staff technology development plans, technology staff development sessions, and leadership training.

Kern holds a Bachelor of Science Degree in Elementary Education with a minor in Psychology from Winona State University and a Master of Science Degree in Curriculum and Instruction from the University of Wisconsin-Madison. He is a member of the American Society for Training and Development (ASTD) and has earned the designation of Certified IRA Professional (CIP) through Ascensus and the National Association of Federal Credit Unions.

Agenda

8:30 am - 9:00 am
Registration/Continental Breakfast
9:00 am - 12:00 pm
Program
12:00 pm - 1:00 pm
Lunch
1:00 pm - 4:30 pm
Program

Be Recognized!

The Hawaii Credit Union League Pākela Award honors credit union professionals and volunteers for their commitment to continuing education.

Individuals qualify for a Pākela Award by earning 25 credit hours beginning July 1 of each year and ending June 30. Credit hours are earned by completing



League workshops, schools, special interest seminars, and conferences.

Those who complete at least 25 credit hours will be recognized annually at chapter events. These individuals will receive certificates and recognition in the program of events at their respective chapter meetings.

In addition, a special award will be given to one outstanding individual from each of three credit union asset categories.

Upcoming HCUL Educational Opportunities

Operations Compliance School
Ala Moana Hotel • August 4-6

Lending Fundamentals Workshop
HCUL Education Center • August 12

Consumer Lending School
HCUL Education Center • September 13-14

Webcasts
Early Warning Signs of Problem Loans
July 21

Vendor & Third-Party Due Diligence
July 28

Hotel Reservation Deadline: August 26, 2010

Sleeping room reservations at the Ala Moana Hotel will be confirmed on a space available basis. To reserve a room, please email the following information to shill@hcul.org.

Name: _____

Credit Union: _____

Arrival Date: _____

Departure Date: _____

HCUL will host the parking fee for all sleeping rooms booked through our office.

Room rates:

Kona Tower: \$99.00 per night plus tax

Waikiki Tower: \$129.00 per night plus tax

Complete the registration form and return it along with payment. If you have any questions call Sherrie Hill at 203.6404 or toll-free at 888.331.JOIN (5646).

Payment is required at the time of registration to confirm participation. Please mail your completed form and payment to:

Hawaii Credit Union League
1654 S. King Street
Honolulu, HI 96826-2097

Make checks payable to "Hawaii Credit Union League." One form per participant, please. Retain a copy for your files. You may also register on-line at www.hcul.org.

Meals: A continental breakfast and lunch each day are included. Please inform us of any special dietary needs when you register.

Cancellations and Refunds: No refunds will be made or registration forms accepted after August 26, 2010. Cancellation and refund requests must be made in writing and faxed to 945.0019 or e-mailed to shill@hcul.org. Hawaii Credit Union League reserves the right to cancel this school in the event of insufficient participation or for extraordinary reasons outside of its control, with advance notice to all registrants. Hawaii Credit Union League also reserves the right to change the site, instructor, or schedule of this school due to unforeseen circumstances, with as much advance notice possible.

(If you are registering for someone else, please share with them the following information.)

Business casual attire is appropriate. Room temperature may vary, so please bring a sweater or jacket.

Location: HawaiiUSA Community Conference Room, 1226 College Walk, Honolulu

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Participant's Name _____

Badge Name _____

Title _____

Credit Union Name _____

CU Telephone Number _____ Ext. _____

Participant's E-mail Address _____

Special dietary needs (e.g., vegetarian, food allergies, etc.): _____

If you have a physical or medical condition requiring special attention, dietary or otherwise, please advise us so arrangements can be made.



Registration [please check the appropriate selection]

Postmarked on or before August 12, 2010

- IRA Essentials only (9/2/10) \$175 per person
- IRA Advanced only (9/3/10) \$175 per person
- Two days \$350 per person
- Pending grant

Postmarked from August 13-26, 2010

- IRA Essentials only (9/2/10) \$219 per person
- IRA Advanced only (9/3/10) \$219 per person
- Two days \$438 per person
- Pending grant

Amount Enclosed

\$

Payment is required at time of registration to confirm participation.

Please mail to:

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