

## Form 5500 Audit Tools

The following outlines various resources available on the Schwab Retirement Plan Services, Inc. [Retirement Plan Center](#) website and other information to assist with annual retirement plan audits.

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### Fiduciary Center: Audit Information

**Audit Sample Request Form:** Use this worksheet to submit sample requests (i.e., Distributions; Loans taken; and/or Rollover Contributions). Please make note of service standards, including turnaround times and sample limits outlined in the worksheet.

**SOC Reports (Service Organization Controls):** Cover the requirements of the Statements on Standards for Attestation Engagement (SSAE) for:

- Schwab Retirement Plan Services Inc. – The Charles Schwab Corporation – SOC 1 & SOC 2
- Charles Schwab Trust Bank – SOC 1
- Schwab Information Technology - Information Technology Services – Charles Schwab & Co., Inc. – SOC 1

**Frequently Asked Questions:** FAQs regarding Form 5500 and reports provided by Schwab Retirement Plan Services, Inc. to support the annual plan audit.

**Collective Investment Trusts:** Audited financial statements for Charles Schwab Trust Bank Collective Investment Trusts.

- **General Notifications**
  - **Target Date:** Schwab Managed Retirement Trusts™ (SMRTs)
  - **Passive Target Date:** Schwab Indexed Retirement Trusts™ (SIRTs)
  - **Equity and Fixed Income:** Schwab Institutional Trusts™
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### Report Center: Custom Reports

#### ERISA Compliance & Consulting:

- **Certified Trust Statement:** Provides detailed trust activity for the plan year.
- **Form 5500 Workpapers - Supplemental Reports:** Participant level detail of activity summarized in the Certified Trust Statement (*this report should be used for selecting audit samples*). The report includes three tabs:
  - **Loans:** Loan balances by participant with loan origination date
  - **Distributions:** Distributions by participant and distribution type
  - **Rollovers:** Rollover contributions by participant

### Select Report

**Administration Summary** - Provides participant and plan level detail, including activity by fund and contribution type. A report titled "Audit OD" is generally pre-run for a given plan year.

Other reports are available in the Report Center and may have a "custom" on-demand reporting feature which provides you with the opportunity to run additional reports for the plan or a participant.

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**Filing for Extensions**      **Form 5500 and Form 8955-SSA**

Schwab Retirement Plan Services, Inc. will file Form 5558 (“Application for Extension of Time to File Certain Employee Plan Returns”) to request an extension for filing the Form 5500 and Form 8955-SSA. This will provide you and your auditor with an additional 2½ months to complete the Plan audit (e.g., until **October 15** for calendar year plans).

If you intend to file your Forms within the regular seven (7) month filing period (e.g., **July 31** for calendar year plans) and **do not** wish to file an extension, please contact your Compliance Analyst or Relationship Manager no later than 30 days prior to the filing deadline.

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The Charles Schwab Trust Bank Collective Investment Trusts, which include the Schwab Managed Retirement Trust Funds™, Schwab Indexed Retirement Trust Funds™ and Schwab Institutional Trust Funds™ (each a “Trust”, collectively the “Trusts” or “Collective Investment Trusts (CITs)”) are collective investment trusts maintained by Charles Schwab Trust Bank (CSTB). The Trusts are available for investment only by eligible retirement plans and entities as more fully described in the Declaration of Trust. The Trusts are not mutual funds, are not sold by prospectus, and are not insured by FDIC or any other type of deposit insurance; are not deposits or other obligations of and are not guaranteed by CSTB or any of its affiliates; and involve investment risks, including possible loss of principal invested.