

<b>Retirement Savings Lost and Found Act of 2018 (S.2474)</b>		
<b>Required Search Steps</b>	<b>Next Steps</b>	<b>Additional Steps</b>
One attempt to contact the individual at the last known address by certified mail or electronic mail if that is the only address on record	<ol style="list-style-type: none"> <li>1. If the first effort to contact the individual was made by <b>mail</b>, only <b>one</b> additional step is required.</li> <li>2. If the first effort to contact the individual was made <b>electronically</b>, then <b>two</b> additional steps are required.</li> </ol>	<ol style="list-style-type: none"> <li>1. Check with the administrator of a related plan <u>OR</u> plan sponsor's records for an updated address.</li> <li>2. Make one attempt to contact the designated beneficiary.</li> <li>3. At least one search using free electronic search tools.</li> <li>4. Use a commercial locator service.</li> </ol>

<b>Department of Labor- Field Assistance Bulletin 2014-01, "Fiduciary Duties and Missing Participants in Terminated Defined Contribution Plans"</b>	
<b>Required Search Steps</b>	<b>Additional Search Steps</b>
<ol style="list-style-type: none"> <li>1. Send certified mail to last known address.</li> <li>2. Check all related plan and employer records and records of plan administrators.</li> <li>3. Check with designated plan beneficiary.</li> <li>4. Use free electronic search tools, such as internet search engines, public record databases, obituaries, and social media.</li> </ol>	Appropriate steps depending upon the size of the account balance and the cost of an additional search. Additional steps can include internet search tools, commercial locator services, credit reporting agencies, and similar services that may involve charges.

**IRS- Memorandum for Employee Plans Examiners: Missing Participants and Beneficiaries and Required Minimum Distributions: TE/GE-04-1017-003**

**Required Search Steps**

1. Search plan and related plan, sponsor, and publicly-available records or directories.
2. Use any of the following: commercial locator service, credit reporting agency, or proprietary internet search tool.
3. Certified mail to last known address and appropriate method for any electronic address or contact information.

**Pension Benefit Guaranty Corporation Missing Participants Program for Defined Contribution Plans**

**Required Search Steps**

"A diligent search is one that satisfies regulations and other applicable guidance issued by the Department of Labor under section 404 of ERISA."  
Note: The PBGC's search criteria for defined contribution plans reference Labor Department guidance. The PBGC's diligent search criteria for defined benefit plans will not be affected by this Act.