Defined Contribution Institutional Investment Association

Money Out Report Template

The goal of the "Money Out" Report template is to provide plan sponsors with an easy template, or report framework, to request from their recordkeeper, that will help them conduct an in-depth review of participant withdrawal behavior/destinations for rollover and cash-out transactions. At its simplest, it is a data extraction into Excel, which can then be sorted and analyzed, based on a variety of factors.

One row for each distribution transaction (full or partial)

Participant Status	Participant DOB	Transaction Type	Transaction Date	Financial Institution Name	Gross Distribution Amount

Optional Demographic Field: if the plan has particular demographics, locations or job classes it wants to evaluate, these should be added.

Participant Divison	Gender	Job Category / Title

Optional Transaction Fields: if the plan has other financial or transactional details it wants to evaluate, they should be added.

Tax Year	Remaining Account Balance	Other