

MEBT

SAMPLE CONVERSION ACTIVITIES TIMELINE

<u>Action</u>	<u>Target Date</u>	<u>Responsibility</u>
Finalize and sign contract	March 11, 2009	MEBT/NWPS
Send information request letter to MEBT, Inc. (MEBT)	March 16, 2009	NWPS
Notify Trautmann Maher & Associates (TMA) of recordkeeping changes	March 16, 2009	MEBT
Begin Client Information Summary for all Cities	March 16, 2009	NWPS/ MEBT
Send Custodian account set-up paperwork to MEBT	March 18, 2009	NWPS
Receive Information Requests Items from MEBT	March 30, 2009	MEBT
Set up plan administrative forms	Week of April 13th	MEBT/NWPS
Set up MEBT plan provisions on daily system	Week of April 13th	NWPS
Request sample data extract from TMA	Week of April 13th	NWPS
Complete Client Information Summary for all Cities	April 16, 2009	NWPS/ MEBT
Custodial account setup paperwork received back from MEBT and forwarded to Custodian (AST)	Week of April 20th	MEBT/NWPS
TMA sends sample data and layout to NWPS	Week of May 4th	TMA
MEBT sends sample periodic payroll file and layout to NWPS	Week of May 4th	MEBT
Distribute black out notice to participants	May 4, 2009	MEBT/NWPS
Sample data verified and loaded to NWPS system	Week of May 11th	NWPS
NWPS loads test payroll file and verifies control totals with MEBT	Week of May 11th	NWPS
Participant and Sponsor web access initiated for testing purposes	Week of June 1st	NWPS
MEBT tests web access and conversion data results	Week of June 8th	MEBT/NWPS
Last day for processing transactions; Blackout period begins at end of day	June 24th	TMA/ MEBT
Receive investment election information from TMA	June 26th	TMA
Internal in-kind transfers within AST	Week of July 6th	TMA/NWPS/AST
Receive conversion data from TMA	July 6th	TMA/NWPS
Reconcile participant accounts and load holdings information by participant	July 6th – July 9th	NWPS/TMA/ MEBT
Test Internet and Telephone Access Systems with live data	July 6th – July 9th	NWPS
Preparation of PIN letters & instructions; Mail to participants	July 13th	NWPS
MEBT goes live on NWPS daily system	July 13th	NWPS