



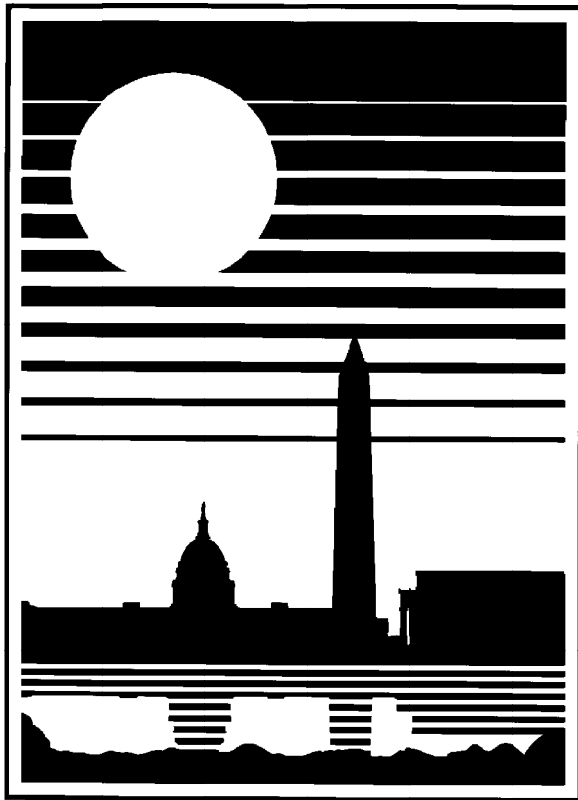
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Retirement Plans for the Self-Employed

For use in preparing
1996 Returns



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Important Changes for 1996

The following new tax law provisions on retirement plans may affect you in 1996.

Excise tax increase—Prohibited transactions. Any prohibited transaction that takes place **after August 20, 1996** is subject to an excise tax of 10% on the “amount involved.” For more information, see *Prohibited Transactions*.

Other changes. Publication 553, *Highlights of 1996 Tax Changes*, contains information on other changes to pension provisions (not covered in this publication) that may affect your **1996 income tax return**.

Important Changes for 1997

The following new tax law provisions on retirement plans may affect you in 1997.

Savings Incentive Match Plan for Employees (SIMPLE). Beginning in **1997**, you may be able to set up a SIMPLE retirement plan. The SIMPLE plan allows an employer to contribute to a SIMPLE retirement account on behalf of each employee. The SIMPLE plan:

- 1) Can be used only by an employer with 100 or fewer employees, who received at least \$5,000 of compensation from the employer for the preceding year,
- 2) Can be established as an IRA or as part of a 401(k) plan,
- 3) Allows each employee to elect to contribute a percentage of his or her compensation to the SIMPLE plan under a salary reduction arrangement. This amount may not exceed \$6,000 for 1997,
- 4) Requires the employer to match employee's contributions on a dollar-for-dollar basis, up to 3% of compensation, OR the employer may elect to make a 2% nonelective contribution on behalf of all eligible employees, and
- 5) Must be the only retirement plan of the employer.

See *SIMPLE Retirement Plans* after the *Simplified Employee Pension (SEP)* discussion.

Repeal of salary reduction arrangement under a SEP (SARSEP). After December 31, 1996, an employer is no longer allowed to establish a Salary Reduction Simplified Employee Pension (SARSEP) plan. However, participants (including new participants) in a SARSEP that was established before 1997 can continue to elect to have their employer contribute part of their pay to the plan. See

Salary Reduction Arrangement under Simplified Employee Pension (SEP).

Minimum required distribution rule modified. Beginning in **1997**, new law modifies the definition of the required beginning date that is used to figure the minimum required distribution from qualified retirement plans. Under the new law, the required beginning date of a participant who is still employed after age 70 1/2 is April 1 of the calendar year that follows the calendar year in which he or she retires. For years prior to 1997, participants in qualified plans and IRAs must begin distributions by April 1 of the year following the calendar year in which he or she reaches age 70 1/2, whether or not the participant has retired. The new law change does not apply to IRAs. For more information on the minimum distribution rules, see *Required Distributions* under *Distributions* in the *Keogh Plans* discussion.

15% tax on excessive distributions suspended. The new law suspends the 15% excise tax on excessive distributions for distributions received **after December 31, 1996** and before the year 2000. For 1996, the distributions in excess of \$155,000 are subject to a 15% excise tax on the amount over \$155,000. For more information, see *Tax on Excess Distributions* in Publication 575, *Pension and Annuity Income*, or Publication 553.

New definition of highly compensated employee (HCE). For years beginning **after 1996**, a **highly compensated employee** is an employee who:

- 1) Was a 5% owner of the employer at any time during the year or the preceding year, or
- 2) Received more than \$80,000 in compensation (indexed for inflation) from the employer during the preceding year and was in the top-paid group of employees for that year.

For more information regarding the definition that applies to 1996, see *Definitions* under *Simplified Employee Pension (SEP)*.

Family aggregation rules repealed. For years beginning **after 1996**, the special aggregation rules that only apply to self-employed individuals are eliminated. See *Additional Rules for Plans Covering Owner-Employees*, near the end of the publication.

Definition of “leased employee” modified. For years beginning **after 1996**, the definition of “leased employee” has changed. See *Keogh Plan Qualification Rules*, for more information.

New law on waiver of survivor benefit. For plan years beginning **after December 31, 1996**, a plan participant may elect to waive (with spousal consent) the 30-day election period if the retirement distribution begins more than 7 days after a written explanation of the qualified joint and survivor annuity is provided.

For more information, see *Survivor benefits*, near the end of the publication.

Important Reminder

Plan amendments required by changes in the law. If your Keogh plan needs to be revised to conform to recent legislation, you may choose to get a determination letter from your IRS key district office approving the revision. Generally, master and prototype plans (but not the elections in their related adoption agreements) are amended by sponsoring organizations. However, there are instances when you may need to request a determination letter regarding a master or prototype plan that is a nonstandardized plan and that you maintain. Your request should be made on the appropriate form (generally Form 5300 or 5307 for a master or prototype plan) and should be filed with Form 8717 and the appropriate user fee (see Publication 1380, *User Fees*).

You may have to amend your plan to comply with recent tax law changes made by the Small Business Job Protection Act of 1996, Public Law 104-188. You do not need to make these amendments before the first day of the first plan year beginning in 1998.

You may also have to amend your plan to comply with law changes made by the Uruguay Round Agreement, Public Law 103-465. Generally, you need not make any amendment until a later date to be provided by IRS.

For further information, contact employee plans taxpayer assistance telephone service between the hours of 1:30 p.m. and 4 p.m. Eastern Time, Monday through Thursday, at (202) 622-6074/6075. (These are not toll-free numbers.)

Introduction

This publication discusses retirement plans that can be used by self-employed persons and partnerships. These plans are called Simplified Employee Pension (SEP) plans and H.R. 10 (Keogh) plans. **For purposes of these plans, a self-employed individual is both an employer and employee.** Under a SEP plan, contributions are made to individual retirement arrangements (SEP-IRAs) set up for all employees who qualify. A SEP can also be set up by a corporation.

Beginning in 1997, a new **SIMPLE retirement plan** will be available to small employers (including self-employed individuals). See *SIMPLE Retirement Plans* after the *Simplified Employee Pension (SEP)* discussion.

Only a sole proprietor or a partnership can set up a Keogh plan. The plan must meet certain legal requirements to qualify for tax benefits. See *Setting Up a Keogh Plan*, later, for a discussion of a standard form of plan that generally meets these requirements, and that you can adopt through a sponsoring organization.

Certain fishermen are considered to be self-employed for purposes of setting up a Keogh plan. (See *Fishermen treated as self-employed* in the glossary near the end of this publication.)

There is an example near the end of this publication showing you how to complete and file the Form 5500–EZ, *Annual Return of One-Participant (Owners and Their Spouses) Retirement Plan*. See *Reporting Requirements*, later, to determine if you must file this annual return.

For a quick view of key rules for retirement plans, see Table 1, under *Keogh Plans*.

Useful Items

You may want to see:

Publications

- 535** Business Expenses
- 575** Pension and Annuity Income (Including Simplified General Rule)
- 553** Highlights of 1996 Tax Changes
- 590** Individual Retirement Arrangements (IRAs)

Forms (and Instructions)

- 1099–R** Distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
- 5305–SEP** Simplified Employee Pension-Individual Retirement Accounts Contribution Agreement
- 5305A–SEP** Salary Reduction and Other Elective Simplified Employee Pension-Individual Retirement Accounts Contribution Agreement
- 5329** Additional Taxes Attributable to Qualified Retirement Plans (Including IRAs), Annuities, and Modified Endowment Contracts
- 5330** Return of Excise Taxes Related to Employee Benefit Plans
- 5500** Annual Return/Report of Employee Benefit Plan (With 100 or more participants)
- 5500–C/R** Return/Report of Employee Benefit Plan (With fewer than 100 participants)
- 5500–EZ** Annual Return of One-Participant (Owners and Their Spouses) Retirement Plan

Help from IRS. See *How To Get More Information*, near the end of this publication for information about getting these publications and forms.

Note: All references to “section” in the following discussions are to sections of the Internal Revenue Code (IRC), unless otherwise indicated.

Tax Benefits of SEP and Keogh Plans

Terms you may need to know (see Glossary):

Common-law employee
Contribution
Deduction
Employee
Self-employed individual
Sole proprietor

A *deduction for contributions* to a retirement plan and deferral of tax on income of the plan are benefits that apply to each *self-employed individual* (see *Glossary*) who has a SEP or Keogh plan.

If you are self-employed, you can take an income tax deduction for certain contributions you make for yourself to the plan. You can also deduct trustee’s fees if contributions to the plan do not cover them. Deductible contributions plus the plan’s earnings on them stay tax free until you receive distributions from the plan in later years. If you are a *sole proprietor*, you can deduct contributions you make for your *common-law employees* (see *Glossary*) as well as contributions you make for yourself. A common-law employee cannot deduct contributions you make.

Simplified Employee Pension (SEP)

Terms you may need to know (see Glossary):

Annual addition
Annual benefit
Business
Common-law employee
Compensation
Contribution
Deduction
Earned income
Employee
Employer
Partner
Self-employed individual
Sole proprietor

A simplified employee pension (SEP) is a written plan that allows you to make contributions toward your own (if you are a self-employed individual) and your employees’ retirement without getting involved in the more complex Keogh plan. *But some advantages available to Keogh plans, such as the special tax treatment that may apply to Keogh plan lump-sum distributions, do not apply to SEPs.*

Under a SEP, you make the contributions to an individual retirement arrangement (called a SEP-IRA in this publication), which is owned by you or one of your common-law employees.

SEP-IRAs are set up for, at a minimum, each *qualifying employee* (defined below). A SEP-IRA may have to be set up for a *leased employee* (defined below), but need not be set up for *excludable employees* (defined below). If the employee cannot be located or is unwilling to execute the necessary set-up documents (SEP agreement and IRA trust), you can execute them for him or her.

You may be able to use **Form 5305–SEP** (see reproduction) in setting up your SEP.

This form may **not** be used by an employer who:

- Currently maintains any other qualified retirement plan. This does not prevent you from also maintaining a Model Elective SEP (Form 5305A–SEP) or other SEP to which either elective or nonelective contributions are made.
- Has maintained in the past a defined benefit plan, even if now terminated.
- Has any eligible employees for whom IRAs have not been established.
- Uses the services of *leased employees* (as described later).
- Is a member of an affiliated service group (as described in section 414(m) of the Internal Revenue Code), a controlled group of corporations (as described in section 414(b)), or trades or businesses under common control (as described in section 414(c)), unless all eligible employees of all the members of these groups, trades, or businesses participate under the SEP.
- Does not pay the cost of the SEP contributions. Do not use Form 5305–SEP for a SEP that provides for employee-elected contributions even if the contributions are made under a salary reduction agreement. Use Form 5305A–SEP, or a nonmodel SEP if you want to permit elective deferrals to a SEP.

Many financial institutions will assist you in setting up a SEP.

You can set up and contribute to a SEP-IRA for a year as late as the due date (plus extensions) of your income tax return for that year. Contributions must be in the form of money (cash, check, or money order). You cannot contribute property. However, you may be able to transfer or roll over certain property from one retirement plan to another. See Publication 590 for more information about rollovers.

You do not have to make contributions every year. But if you make contributions, they must be based on a written allocation formula and must not discriminate in favor of *highly compensated employees* (defined below). When you contribute, you must contribute to the SEP-IRAs of all qualifying employees who actually performed personal services during the year for which the contributions are made, even if the employee dies or terminates employment before the contributions are made.

The contributions you make under a SEP are treated as if made to a qualified pension, stock bonus, profit-sharing, or annuity plan. Consequently, contributions are deductible

**Simplified Employee Pension-Individual
 Retirement Accounts Contribution Agreement**
 (Under section 408(k) of the Internal Revenue Code)

_____ makes the following agreement under section 408(k) of the
 (Name of employer)
 Internal Revenue Code and the instructions to this form.

Article I—Eligibility Requirements (Check appropriate boxes—see instructions.)

The employer agrees to provide for discretionary contributions in each calendar year to the individual retirement account or individual retirement annuity (IRA) of all employees who are at least _____ years old (not to exceed 21 years old) and have performed services for the employer in at least _____ years (not to exceed 3 years) of the immediately preceding 5 years. This simplified employee pension (SEP) includes does not include employees covered under a collective bargaining agreement, includes does not include certain nonresident aliens, and includes does not include employees whose total compensation during the year is less than \$400*.

Article II—SEP Requirements (See instructions.)

The employer agrees that contributions made on behalf of each eligible employee will be:

- A. Based only on the first \$150,000* of compensation.
- B. Made in an amount that is the same percentage of compensation for every employee.
- C. Limited annually to the smaller of \$30,000* or 15% of compensation.
- D. Paid to the employee's IRA trustee, custodian, or insurance company (for an annuity contract).

 Employer's signature and date

 Name and title

within limits, as discussed later, and generally are not taxable to the plan participants. Contributions generally are not subject to federal income, social security, Medicare, or unemployment taxes.

Partnership. A partnership can have a SEP.

Definitions

The term *self-employed individual* is defined in the glossary. For SEP purposes, he or she is an employee as well as the employer. The self-employed individual can have a SEP-IRA.

A qualifying employee is an individual who:

- 1) Reached the age of 21 years,
- 2) Worked for you in at least 3 of the immediately preceding 5 years, and
- 3) Received at least \$400 in compensation from you for 1996.

Note. You can establish less restrictive participation requirements for employees than those listed, but not more restrictive ones.

Leased employees. If you have leased employees who are treated as your employees and meet the above participation requirements, you must include these employees in your SEP. You have a leased employee who must be treated as your employee if a person

who is not your employee is hired by a leasing organization and provides employee services to you of the type historically performed by employees in your business field. These services must be provided by that person on a substantially full-time basis for at least a year under an agreement between you and the leasing organization.



New tax law modified the definition of leased employee for years beginning after 1996. For more information on the new law change and to determine whether any leased employee must be treated as your employee, see Leased employee defined under Keogh Plan Qualification Rules, later.

Excludable employees. The following employees need not be covered under a SEP:

- 1) Employees who are covered by a union agreement and whose retirement benefits were bargained for in good faith by their union and you, and
- 2) Nonresident alien employees who have no U.S.-source earned income from you.

A highly compensated employee is an employee who during the current or preceding year:

- Owned more than 5% of the capital or profits interest in your business; or

- Received annual compensation from you of more than \$100,000; or
- Received annual compensation from you of more than \$66,000 and was among the top 20% most highly paid employees during the year, or
- An individual who was at any time an officer and received compensation of more than \$60,000.



New definition of a highly compensated employee applies for years beginning after 1996. See Important Changes for 1997, earlier, for the new definition.

Contribution Limits

Contributions you make for a year to a common-law employee's SEP-IRA cannot exceed the smaller of 15% of the employee's **compensation** (see *Glossary*) or \$30,000. Compensation, for this purpose, generally does not include employer contributions to the SEP. However, if you have a salary reduction arrangement, discussed later, see *Employee compensation defined* under that discussion.

Annual compensation limit. You generally cannot consider the part of compensation of an employee that is over \$150,000 when figuring your contributions limit for that employee.

The maximum contribution amount for you or for employees for which the \$150,000 limit applies is \$22,500.

TIP For employees in a collective bargaining unit covered by a SEP for which the \$150,000 limit does not apply, the compensation limit is \$250,000.

More than one plan. If you also contribute to a defined contribution retirement plan, annual additions to an account are limited to the lesser of (1) \$30,000 or (2) 25% of the participant's compensation. When you figure these limits, your contributions to all of the plans must be added. Since a SEP is considered a defined contribution plan for purposes of these limits, your contributions to a SEP must be added to your contributions to defined contribution plans.

Reporting on Form W-2. Do not include SEP contributions on Form W-2, Wage and Tax Statement, unless there are contributions over the limit that applies or there are contributions under a salary reduction arrangement as discussed later.

Contributions for yourself. The annual limits on your contributions to a common-law employee's SEP-IRA also apply to contributions you make to your own SEP-IRA. However, special rules apply when figuring your maximum deductible contribution. Also see *Deduction of Contributions for Yourself*, later.

Tax treatment of excess contributions. If the amount you contribute to an employee's SEP-IRA (or to your own SEP-IRA) for a year exceeds the smaller of 15% (or, for you, 13.0435% of your net earnings from self-employment) of the employee's compensation or \$30,000, the excess is included in the employee's income for the year and is treated as a contribution by the employee to his or her SEP-IRA. As a result, the annual limit on contributions the employee can make to an IRA (generally, the smaller of \$2,000 or the employee's compensation), which also applies to the employee's own contributions to a SEP-IRA, may have been exceeded. In that case, the employee would be subject to a 6% excise tax on the excess unless the employee withdraws it (and any net income earned on the excess) by the due date (including extensions) for filing his or her income tax return for that year and did not take a deduction for the excess.

The employee's IRA deduction may be limited because of coverage by an employer plan (including the SEP), as explained in Publication 590.

When To Make Contributions

To take a deduction for contributions for a particular year, you must make the contributions by the due date (plus extensions) of your income tax return for that year.

Deduction Limits

The most you can deduct for employer contributions for common-law employees is 15% of the *compensation* (see *Glossary*) paid to them during the year from the business that has the plan.

Deduction of Contributions for Yourself

When figuring the deduction for employer contributions made to your own SEP-IRA, *compensation* is your *net earnings from self-employment* (see *Glossary*), which takes into account:

- 1) The deduction allowed to you for one-half of the self-employment tax, and
- 2) The deduction for contributions on behalf of yourself to the plan.

The deduction amount for (2) and your compensation (net earnings) are each dependent on the other. For this reason, the deduction amount for (2) is determined indirectly by reducing the contribution rate called for in your plan. This is done by using the *Rate Table for Self-Employed* (next) or by using the *Rate Worksheet for Self-Employed*, later.


Rate table for self-employed. If your plan's contribution rate for allocating employer contributions to employees is a whole number (for example, 12% rather than 12 1/2%), you can use the following table to find the rate that applies to you. Otherwise, you can figure your rate using the worksheet provided later.

First find your plan contribution rate (the contributions rate stated in your plan) in Column A of the table. Then read across to the rate under Column B. This is the rate to be applied for you as shown in *Example 1*, later.

Rate Table for Self-Employed

Column A If the Plan Contribution Allocation Rate is: (shown as a %)	Column B Your Rate is: (shown as a decimal)
1009901
2019608
3029126
4038462
5047619
6056604
7065421
8074074
9082569
10090909
11099099
12107143
13115044
14122807
15*130435*
16137931
17145299
18152542
19159664
20166667
21173554
22180328
23186992
24193548
25200000

*The deduction for annual employer contributions to a SEP or profit-sharing plan cannot exceed 13.0435% of your compensation (figured without deducting contributions for yourself) from the business that has the plan.

 The rates in the above table and the worksheets that follow apply only to unincorporated employers who have only one defined contribution plan, such as a profit-sharing plan. A SEP is treated as a profit-sharing plan.

Example 1. You are a sole proprietor and have employees. If your plan's contribution rate for allocating contributions is 10% of a participant's compensation, your rate is 0.090909. Enter this rate in step 1 under *Figuring your deduction*, later.

Rate worksheet for self-employed. If your plan's contribution rate is not a whole number (for example, 10 1/2%), you cannot use the *Rate Table for Self-Employed*. Use the *Rate Worksheet for Self-Employed*, next.

Rate Worksheet for Self-Employed

- 1) Plan contribution rate as a decimal
(for example, 10 1/2% would be 0.105) _____
- 2) Rate in line 1 plus one (for example,
0.105 plus one would be 1.105) _____
- 3) Self-employed rate as a decimal
(divide line 1 by line 2) _____

Figuring your deduction. Now that you have your self-employed rate, you can figure your maximum deduction for contributions for yourself by completing the following steps:

Deduction Worksheet for Self-Employed

Step 1
Enter your rate from the *Rate Table for Self-Employed or Rate Worksheet for Self-Employed* _____

Step 2
Enter your net earnings from line 3, Schedule C–EZ (Form 1040), line 31, Schedule C (Form 1040), line 36, Schedule F (Form 1040), or line 15a, Schedule K–1 (Form 1065) \$ _____

Step 3
Enter your deduction for self-employment tax from line 25, Form 1040 \$ _____

Step 4
Subtract step 3 from step 2 and enter the result \$ _____

Step 5
Multiply step 4 by step 1 and enter the result \$ _____

Step 6
Multiply \$150,000 by your plan contribution rate. Enter the result but not more than \$30,000 \$ _____

Step 7
Enter the smaller of step 5 or step 6. This is your **maximum deductible contribution**. Enter your deduction on line 27, Form 1040 \$ _____

Example 2. You are a sole proprietor and have employees. The terms of your plan provide that you contribute 10 ½% (.105) of your compensation, and 10 ½% of your common-law employees' compensation. Your net earnings from line 31, Schedule C (Form 1040) are \$200,000. In figuring this amount, you deducted your common-law employees' compensation of \$100,000 and contributions for them of \$10,500 (10 ½% x \$100,000). This net earnings amount is now reduced to \$193,434 by subtracting your self-employment tax deduction of \$6,566. See how to figure the deduction for one-half of your self-employment tax in the reproduction of filled-in portions of both Schedule SE (Form 1040) and Form 1040. You figure your self-employed rate and maximum deduction for employer contributions on behalf of yourself as follows:

Rate Worksheet for Self-Employed

1) Plan contribution rate as a decimal (for example, 10 ½% would be 0.105) _____ 0.105

2) Rate in line 1 plus one (for example, 0.105 plus one would be 1.105) 1.105

3) Self-employed rate as a decimal (divide line 1 by line 2) 0.0950

Deduction Worksheet for Self-Employed

Step 1
Enter your rate from the *Rate Table for Self-Employed or Rate Worksheet for Self-Employed* 0.0950

Step 2
Enter your net earnings from line 3, Schedule C–EZ (Form 1040), line 31, Schedule C (Form 1040), line 36, Schedule F (Form 1040), or line 15a, Schedule K–1 (Form 1065) \$ 200,000

Step 3
Enter your deduction for self-employment tax from line 25, Form 1040 \$ 6,566

Step 4
Subtract step 3 from step 2 and enter the result \$ 193,434

Step 5
Multiply step 4 by step 1 and enter the result \$ 18,376

Step 6
Multiply \$150,000 by your plan contribution rate. Enter the result but not more than \$30,000 \$ 15,750

Step 7
Enter the smaller of step 5 or step 6. This is your **maximum deductible contribution**. Enter your deduction on line 27, Form 1040. \$ 15,750

Multiple Plan Limits

For purposes of the deduction limits, treat all of your qualified **defined contribution plans** (defined later) as a single plan, and treat all of your qualified **defined benefit plans** (defined later) as a single plan. If you have both kinds of plans, a SEP is treated as a separate profit-sharing (defined contribution) plan. See the definitions for defined contribution and defined benefit plans in *Kinds of Plans* under *Keogh Plans*, later. A “qualified” plan is a plan that meets certain requirements. See *Keogh Plan Qualification Rules*, later.

SEP and profit-sharing plans. If you also contributed to a qualified profit-sharing plan, you must reduce the 15% deduction limit for that profit-sharing plan by the allowable deduction for contributions to the SEP-IRAs of those participating in both the SEP plan and the profit-sharing plan.

SEP, defined contribution, and defined benefit plans. If you contribute to one or more defined contribution plans (including a SEP) and one or more defined benefit plans, special deduction limits may apply. For more information about the special deduction limits, see *Deducting contributions to combination of plans* under *Keogh Plans*, later.

Carryover of excess contributions. If you made contributions in excess of the deduction limit (nondeductible contributions), you can carry over and deduct the excess in later years. However, the excess contributions carryover, when combined with the contribution for the later year, cannot exceed the deduction limit for that year.

Excise tax. If you made nondeductible (excess) contributions to a SEP, you may be subject to a 10% excise tax. To figure and report the excise tax, see *Excise Tax for Nondeductible (Excess) Contributions and Carryover of Excess Contributions* under *Keogh Plans*, later.

Where to Deduct on Form 1040

Deduct contributions for yourself on line 27 of Form 1040. You deduct contributions for your common-law employees on Schedule C (Form 1040), on Schedule F (Form 1040), or on Form 1065, whichever applies to you.

If you are a partner, the partnership passes its deduction to you for the contributions it made for you. The partnership will report these contributions on Schedule K–1 (Form 1065). You deduct them by entering the amount on line 27 of Form 1040.

Salary Reduction Arrangement

A SEP can include a salary reduction arrangement (SARSEP). Under this arrangement, your employees can elect to have you contribute part of their pay to their SEP-IRAs. The income tax on the part contributed is deferred. This choice is called an elective deferral, which remains tax free until distributed (withdrawn). You may be able to use Form 5305A–SEP to set up this type of SEP. Many qualified financial institutions can assist you in setting up this type of arrangement.



CAUTION An employer is no longer allowed to establish a SARSEP after 1996. However, participants (including new participants) in a SARSEP that was established before 1997 can continue to elect to have their employer contribute part of their pay to the plan. A new SIMPLE retirement plan (discussed later) is now available to small employers.

Restrictions. This arrangement is available only if:

- 1) At least 50% of your employees eligible to participate choose the salary reduction arrangement,
- 2) You have 25 or fewer employees who were eligible to participate in the SEP (or would have been eligible to participate if you had maintained a SEP) at any time during the preceding year, and
- 3) The amount deferred each year by each **highly compensated employee** as a percentage of pay (the deferral percentage) is no more than 125% of the average deferral percentage (ADP) of all nonhighly compensated employees eligible to participate (**the ADP test**).

Deferral percentage. The deferral percentage for an employee for a year is the ratio of:

- the amount of elective employer contributions for the employee, to

Portion of Schedule SE (Form 1040)

Section A—Short Schedule SE. Caution: Read above to see if you can use Short Schedule SE.

1	Net farm profit or (loss) from Schedule F, line 36, and farm partnerships, Schedule K-1 (Form 1065), line 15a	1	
2	Net profit or (loss) from Schedule C, line 31; Schedule C-EZ, line 3; and Schedule K-1 (Form 1065), line 15a (other than farming). Ministers and members of religious orders see page SE-1 for amounts to report on this line. See page SE-2 for other income to report.	2	200,000
3	Combine lines 1 and 2	3	200,000
4	Net earnings from self-employment. Multiply line 3 by 92.35% (.9235). If less than \$400, do not file this schedule; you do not owe self-employment tax	4	184,700
5	Self-employment tax. If the amount on line 4 is: <ul style="list-style-type: none"> • \$62,700 or less, multiply line 4 by 15.3% (.153). Enter the result here and on Form 1040, line 45. • More than \$62,700, multiply line 4 by 2.9% (.029). Then, add \$7,774.80 to the result. Enter the total here and on Form 1040, line 45. 	5	13,131
6	Deduction for one-half of self-employment tax. Multiply line 5 by 50% (.5). Enter the result here and on Form 1040, line 25	6	6,566

For Paperwork Reduction Act Notice, see Form 1040 instructions.

Cat. No. 11358Z

Schedule SE (Form 1040) 1996

Portion of Form 2040

Adjusted Gross Income	23a	Your IRA deduction (see instructions)	23a	
	b	Spouse's IRA deduction (see instructions)	23b	
	24	Moving expenses. Attach Form 3903 or 3903-F	24	
	25	One-half of self-employment tax. Attach Schedule SE	25	6,566
	26	Self-employed health insurance deduction (see inst.)	26	
	27	Keogh & self-employed SEP plans. If SEP, check <input type="checkbox"/>	27	15,750
	28	Penalty on early withdrawal of savings	28	
	29	Alimony paid. Recipient's SSN	29	
	30	Add lines 23a through 29	30	22,316

- the employee's compensation (no more than \$150,000).

A salary reduction arrangement is not available for a SEP maintained by a state or local government, or any of their political subdivisions, agencies, or instrumentalities, or to a tax-exempt organization.

Limits on elective deferrals. The most compensation a participant can elect to defer for the calendar year 1996 is the smaller of:

- 15% of the participant's compensation; or
- \$9,500

If the employee also participates in a tax-sheltered annuity plan (section 403(b) plan), total deferrals cannot exceed \$9,500.

Employee compensation defined. To figure the elective deferral amount for an employee who participates in your salary reduction arrangement, compensation is generally the amount you pay to the employee for the year minus the elective deferral amount (not includible in the employee's income for that year). However, you can choose to treat the deferrals as compensation, as discussed later.

The deferral amount and the compensation (minus the deferral) are each dependent on the other. For this reason, the deferral amount is figured indirectly by reducing the contribution rate for deferrals called for under the salary reduction arrangement. This method is the same one that you, as a self-employed person, use to figure the contributions you make on your own behalf to your SEP-IRA. See *Deduction of Contributions for Yourself*, earlier.

For example, if the deferral contribution rate called for under the salary reduction arrangement is 15% of your employee's salary for the year, you figure the deferral amount by multiplying the salary by 13.0435%, the reduced rate equivalent of 15%. See *Rate Table for Self-Employed*, earlier.

Election to treat deferrals as compensation. You, as the employer, can choose to treat elective deferrals for a year as compensation under your salary reduction arrangement, even though the deferrals are not includible in the income of your employees for that year. This method may be used for purposes of calculating deferral percentages for the ADP test. However, the reduced rate method must always be used to determine the maximum deductible contribution (13.0435% of unreduced compensation).

Alternative definitions of compensation. In addition to the general definition of compensation and the election described in the preceding paragraphs, you can use any definition of compensation that:

- Is reasonable,
- Is not designed to favor highly compensated employees, and
- Satisfies a special nondiscrimination requirement.

For more information, see section 1.414(s)-1(d) of the Income Tax Regulations.

Self-employed individuals. If you are self-employed (a sole proprietor or a partner), **compensation** is your net earnings from your trade or business (provided your personal services are a material income-producing factor), taking into account your deduction for contributions on your behalf to employer retirement plans and the deduction allowed for one-half of your self-employment tax. To figure the amount of the elective deferral contributions made to your own SEP-IRA, see *Deduction of Contributions for Yourself*, earlier.

Compensation for this purpose does not include tax-free items (or deductions related to them) other than foreign earned income and housing cost amounts.

Disabled participants. You may be able to elect to use special rules to determine compensation for a participant who is permanently and totally disabled. See Internal Revenue Code section 415(c)(3)(C), which provides that the participant's compensation means the compensation the participant would have received if paid at the rate of compensation paid before becoming permanently and totally disabled.

Tax treatment of deferrals. You can deduct your deferrals that, when added to your other SEP contributions, are not more than the limits under *Deduction Limits*, earlier. Deferrals not more than the average deferral percentage (ADP) test limit (see item 3 under *Restrictions* above) under an elective deferral arrangement are excluded from the employee's wages subject to federal income tax in the year of deferral. However, these deferrals are included in wages for social security, Medicare, and federal unemployment (FUTA) tax purposes.

Reporting on Form W-2. Any SEP contributions relating to your employee's wages under a salary reduction arrangement are included in the Form W-2 wages for social security and Medicare tax purposes only.

Example. Jim's salary reduction arrangement calls for a deferral contribution rate of 10% of his salary to be contributed by his employer as an elective deferral to Jim's SEP-IRA. Jim's salary for the year is \$30,000 (before reduction for the deferral). The employer did not elect to treat deferrals as compensation under the arrangement. To figure the deferral amount, the employer multiplies Jim's salary of \$30,000 by 9.0909% (the reduced rate equivalent of 10%) to get the deferral amount of \$2,727.27. (This method is the same one that you, as a self-employed person, use to figure the contributions you make on your own behalf.) See *Rate Table for Self Employed*, earlier.

On Jim's Form W-2, the employer shows total wages of \$27,272.73 (\$30,000 minus \$2,727.27), social security wages of \$30,000, and Medicare wages of \$30,000. Jim reports \$27,272.73 as wages on his individual income tax return.

If the employer elects to treat deferrals as compensation under the salary reduction arrangement, Jim's deferral amount would be \$3,000 (\$30,000 x 10%) because, in this case, the employer uses the rate called for under the arrangement (not the reduced rate) to figure the deferral and the ADP test. On Jim's Form W-2, the employer shows total wages of \$27,000 (\$30,000 minus \$3,000), social security wages of \$30,000, and Medicare wages of \$30,000. Jim reports \$27,000 as wages on his return.

In either case, the maximum deductible contribution would be \$3,913.05 (\$30,000 x 13.0435%).

Excess deferrals. The treatment of excess deferrals made under a SEP plan is similar to the treatment of excess deferrals made under a Keogh plan. See *Treatment of Excess Deferrals under Keogh Plans*, later.

Overall Limits on SEP Contributions

Contributions you make to a common-law employee's SEP-IRA, including *elective deferrals*, are subject to the SEP limits discussed earlier. These limits also apply to contributions you make to your own SEP-IRA. See *Contribution Limits*, earlier.

Distributions (Withdrawals)

As an employer, you cannot prohibit distributions from a SEP-IRA. Also, you cannot condition your contributions on the keeping of any part of them in the account.

Distributions are subject to IRA rules. For information about these rules, including those on the tax treatment of distributions, rollovers, required distributions, and income tax withholding, see Publication 590.

Additional Taxes

Additional taxes may apply to SEP-IRA premature distributions, excess accumulations, or excess distributions. For information about these taxes, see chapter 7, *What Acts Result in Penalties?*, in Publication 590. Also, a SEP-IRA account may be disqualified, or an excise tax may apply, if the account is involved in a prohibited transaction, discussed next.

Prohibited transaction. If an owner improperly uses his or her SEP-IRA, such as by borrowing money from it, the owner has engaged in a prohibited transaction. In that case, the SEP-IRA will no longer qualify as an IRA. For a list of prohibited transactions, see *Prohibited Transactions under Keogh Plans*, later.

Effect on owner. If a SEP-IRA is disqualified because of a prohibited transaction, the assets in the account will be treated as having been distributed to the owner of that SEP-IRA on the first day of the year in which the transaction occurred. The owner must include in income the excess of the assets' fair market value (on the first day of the year) over any cost basis in the account. Also, the owner may have to pay the additional tax on premature distributions.

Reporting and Disclosure Requirements

If you set up a SEP using **Form 5305-SEP**, or **Form 5305A-SEP**, you can satisfy the Internal Revenue Code reporting and disclosure requirements by giving each employee a copy of the completed agreement form (including its questions and answers) and a statement each year showing any contributions to the employee's SEP-IRA. If you set up a salary reduction SEP, you must also provide a notice of any excess contributions.

If you do not use Form 5305-SEP (or Form 5305A-SEP if it applies) to set up your SEP, you must give your employees general information about the SEP. The information must satisfy the Internal Revenue Code reporting and disclosure requirements. For guidance, see the preceding paragraph.

SIMPLE Retirement Plans

A SIMPLE plan is a written salary reduction arrangement that allows a small business (an employer with 100 or fewer employees) to make elective contributions to a simple retirement account on behalf of each eligible employee. An **eligible employer** is not allowed to maintain another retirement plan.


Setting Up a SIMPLE Plan

If an employer has 100 or fewer employees (who received at least \$5,000 of compensation from the employer for the preceding year), the employer may be able to set up a SIMPLE retirement plan on behalf of eligible employees. The plan can be either:

- an IRA for each eligible employee, or
- part of a qualified cash or deferred arrangement (a 401(k) plan).

The SIMPLE plan must be the only retirement plan of the employer to which contributions are made, or benefits are accrued, for service in any year beginning with the year the SIMPLE plan becomes effective.

Under the **qualified salary reduction arrangement** the employer's contributions on behalf of the employee (elective deferrals) are stated as a percentage of the employee's **compensation** and are limited to \$6,000. The dollar limit is indexed for inflation in \$500 increments.

 *The terms emphasized here are defined later in detail.*

Under the **qualified salary reduction arrangement** the employer is also required to make either a matching contribution to the simple retirement account on behalf of each employee who elects to make elective deferrals, or a nonelective contribution to the simple retirement account on behalf of each eligible employee. These two methods for determining the employer contribution formula are explained under *Dollar-for-dollar employer matching contributions* and *2% nonelective contributions*.

Contributions to a SIMPLE Plan are deductible by the employer and are excluded from the gross income of the employee.

Definitions

Simple retirement account. The simple retirement account of an **eligible employee** is an individual retirement plan that can be either an individual retirement account or an individual retirement annuity, as described in Publication 590, *Individual Retirement Arrangements (IRAs)*. Employees' rights to the contributions cannot be forfeited.

A SIMPLE plan can also be set up as a 401(k). See *SIMPLE 401(k)*, later.

Qualified salary reduction arrangement. An employee eligible to participate in the SIMPLE

plan may elect (during the 60-day period before the beginning of any year) to have the employer make contributions (called elective deferrals) to the simple retirement account on his or her behalf. An employee who so elects may also stop making elective deferrals at any time during the year. The employer is required to match the employee's contributions or to make nonelective contributions. No other types of contributions are allowed under the qualified salary reduction arrangement.

Eligible employer. Any employer who has 100 or fewer **eligible employees** in any year can establish a SIMPLE plan provided the employer does not maintain another employer-sponsored retirement plan.

Eligible employee. Any employee who receives at least \$5,000 in compensation during any 2 years preceding the plan year can elect to have his or her employer make contributions to a simple retirement account under a qualified salary reduction arrangement. The employee must be expected to earn at least \$5,000 during the calendar year.

Excludable employee. Excludable employees include certain nonresident aliens and employees whose retirement benefits are covered by a union agreement. See *Definitions under Simplified Employee Pension (SEP)*, earlier.

Compensation. Compensation for employees is the total amount of wages required to be reported on Form W-2, plus elective deferrals. For the self-employed individual, compensation is the net earnings from self-employment (without regard to any contribution made to the SIMPLE plan for the self-employed individual).

TIP Any SIMPLE elective deferrals relating to an employee's wages under a salary reduction arrangement are included in the Form W-2 wages for social security and Medicare tax purposes only.

Contribution Limits

Contributions are made up of employee elective deferrals and employer contributions. The employer is required to satisfy one of two contribution formulas: the matching contribution formula or a two-percent nonelective contribution. No other contributions can be made to the SIMPLE plan. These contributions, which are deductible by the employer, must be made timely.

Employee elective deferral limit. The amount that the employee elects to have the employer contribute to a simple retirement account on his or her behalf (elective deferrals) must not exceed \$6,000 for any year and must be expressed as a percentage of the employee's compensation.

Dollar-for-dollar employer matching contributions. The employer is required to match all eligible employees' elective contributions,

on a dollar-for-dollar basis, up to 3% of the employee's compensation.



If the employer elects a matching contribution that is less than 3%, the percentage must not be less than 1%. The employer must notify the employees of the lower match within a reasonable time before the employee's 60-day election period for the calendar year. A percentage less than 3% cannot be elected for more than two years during a five-year period.

2% nonelective contributions. In lieu of the dollar-for-dollar matching contributions, the employer may elect to make nonelective contributions of 2-percent of compensation on behalf of each eligible employee. Only \$150,000 of the employee's compensation can be taken into account to figure the contribution limit.



If the employer elects this 2% contribution formula, he or she must notify the employees timely (within the employee's 60-day election period described earlier).

Time limits for contributing funds. The employer is required to contribute the employee's deferral to the SIMPLE account within 30 days after the end of the month for which the payments to the employee were deferred. The employer's matching contributions to the SIMPLE plan, however, are required to be made by the tax return filing deadline, including extensions, for the taxable year that begins with or within the calendar year for which the contributions are made.

Distributions (Withdrawals)

Distributions from a SIMPLE retirement account are subject to IRA rules and are includible in income when withdrawn. Tax-free rollovers can be made from one SIMPLE account into another SIMPLE account or into an IRA. Early withdrawals generally are subject to a 10% (or 25%) penalty.

See Publication 590 for information about IRA rules, including those on the tax treatment of distributions, rollovers, required distributions, and income tax withholding.

Exceptions. A rollover to an IRA can be made tax free only after a 2-year participation in the SIMPLE plan. A 25% penalty for early withdrawal applies if funds are withdrawn within 2 years of beginning participation.

Reporting and Disclosure Requirements

The trustee of a SIMPLE account is required to:

- Annually provide the employer with a summary description containing basic information about the plan.
- Furnish each SIMPLE plan participant an account statement for the calendar year within 30 days after each calendar year.

- Furnish an annual report to the IRS.

Employee notification. The employer who sets up a SIMPLE plan must notify each eligible employee of his or her opportunity to make contributions under the plan. The employer must also notify all eligible employees of the contribution alternative that was chosen. This information must be provided before the beginning of the employee's 60-day election period.

SIMPLE 401(k) plan

A SIMPLE plan can also be adopted as part of a 401(k) plan. The SIMPLE 401(k) plan must satisfy all the rules that usually apply to 401(k) plans, except for the following qualification rules for which a safe harbor is provided. See *Keogh Plan Qualification Rules*, later.

Safe harbor provisions. A SIMPLE 401(k) plan that satisfies the contribution requirements and the vesting rules of a SIMPLE IRA does not have to meet the **nondiscrimination rules** that apply to employee elective deferrals and employer matching contributions.

The SIMPLE IRA contribution rules that must be met are:

- 1) \$6,000 limit on employee deferrals,
- 2) Dollar-for-dollar employer matching contributions, up to 3% of compensation; or,
- 3) Alternative 2% of compensation nonelective contribution, and
- 4) No other contributions are made to the SIMPLE 401(k) plan.

Note. The employer cannot reduce the matching percentage below 3% of compensation for the SIMPLE 401(k) plan.

However, the safe harbor is not satisfied for any year in which (for service for that year) the employer makes contributions to, or benefits are accrued under, any retirement plan of the employer on behalf of employees eligible to participate in the SIMPLE 401(k) plan (other than SIMPLE 401(k) plan contributions discussed above).

In addition, the SIMPLE 401(k) plan is not subject to the **top-heavy rules** of qualified plans if the safe harbor is satisfied.

Keogh Plans

Terms you may need to know (see Glossary):

Annual addition
Annual benefit
Business
Common-law employee
Compensation
Contribution
Deduction
Earned income
Employee
Employer
Master plan
Net earnings from self-employment
Partner



A plan cannot exclude an employee because he or she has reached a specified age older than age 21.

Other plan requirements. For information on other important plan requirements, see *Keogh Plan Qualification Rules*, later.

Set-up deadline. To take a deduction for contributions for a tax year, your plan must be set up (adopted) by the last day of that year (December 31 for calendar-year employers).

Contribution deadline. You can make deductible contributions for a tax year up to the due date of your return (plus extensions) for that year.

Kinds of Plans

There are two basic kinds of Keogh plans, **defined contribution plans** and **defined benefit plans**, and different rules apply to each. You can have more than one Keogh plan, but your contributions to all the plans must not exceed the overall limits discussed under *Contributions* and *Employer Deduction*, later.

Defined Contribution Plan

A defined contribution plan provides an individual account for each participant in the plan. It provides benefits to a participant largely based on the amount contributed to that participant's account. Benefits are also affected by any income, expenses, gains and losses, and any forfeitures of other accounts that may be allocated to an account. A defined contribution plan can be either a profit-sharing or a money purchase pension plan.

Profit-sharing plan. A profit-sharing plan is a plan for sharing employer profits with the firm's employees. However, an employer does not have to make contributions for common-law employees out of net profits to have a profit-sharing plan.

The plan need not provide a definite formula for figuring the profits to be shared. But, if there is no formula, there must be systematic and substantial contributions.

The plan must provide a definite formula for allocating the contribution among the participants, and for distributing the accumulated funds to the employees after they reach a certain age, after a fixed number of years, or upon certain prior occurrences.

In general, you can be more flexible in making contributions to a profit-sharing plan than to a money purchase pension plan (discussed next) or a defined benefit plan (discussed later). But the maximum deductible contribution may be less under a profit-sharing plan (see *Limits on Contributions and Benefits*, later).

Forfeitures under a profit-sharing plan can be allocated to the accounts of remaining participants in a nondiscriminatory way, or they can be used to reduce employer contributions.

Stock bonus plan. This plan is similar to a profit-sharing plan, but it can only be set up by a corporation. Benefits are payable in the form of the company's stock.

A qualified employer plan set up by a self-employed person is generally called a Keogh or HR-10 plan. Only a sole proprietor or a partnership can establish a Keogh plan. A common-law employee or a partner cannot. See the glossary definitions for more information.

The plan must be for the exclusive benefit of employees or their beneficiaries. A Keogh plan **includes coverage for a self-employed individual**. For Keogh plan purposes, a self-employed individual is both an employer and an employee.

As an employer, you can usually deduct, subject to limits, contributions you make to a Keogh plan, including those made for your own retirement. The contributions (and earnings and gains on them) are generally tax free until distributed by the plan.

Figure 1. **Setting Up A Keogh Plan**

<p>To set up a Keogh plan, you can:</p> <p>Adopt an IRS-approved prototype or master plan offered by a sponsoring organization</p> <p style="text-align: center;">or</p> <p>Prepare and adopt a written plan that satisfies the qualification requirements of the Internal Revenue Code</p> <p>Then you must:</p> <p>Establish a trust or custodial account for investment of funds</p> <p style="text-align: center;">or</p> <p>Buy an annuity contract or face amount certificates from an insurance company</p>
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Setting Up a Keogh Plan

If you are self-employed, it is not necessary to have employees besides yourself to sponsor and set up a Keogh plan. If you have employees, you must allow them to participate in the plan if they meet the **minimum participation requirements** (or the requirements of your plan, if more lenient).

You, the employer, are responsible for establishing and maintaining the plan.

Minimum participation requirements. An employee must be allowed to participate in your plan if he or she:

- has reached age 21, and
- has at least one year of service (2 years if the plan provides that after not more than 2 years of service the employee has a non-forfeitable right to all of his or her accrued benefit).

Written plan requirement. To qualify, the plan you establish must be in writing and must be communicated to your employees. The plan's provisions must be stated in the plan. It is not sufficient for the plan to merely refer to a requirement of the Internal Revenue Code.

Master or prototype plans. Most Keogh plans follow a standard form of plan (a master or prototype plan) approved by the IRS. You can adopt an approved master or prototype plan offered by an organization that provides these types of plans.

Plan providers. The following organizations generally can provide IRS-approved master or prototype plans:

- Banks (including some savings and loan associations and federally insured credit unions),
- Trade or professional organizations,
- Insurance companies, and
- Mutual funds.

Nonstandard plans. If you prefer, you can set up an individually designed plan to meet specific needs. Although advance IRS approval is not required, you can apply for approval by paying a fee and requesting a determination letter. You may need professional assistance for this. A reading of Revenue Procedure 96-6 may help you decide whether to apply for approval of your plan. It is available at most IRS offices and at some libraries.

Investing plan assets. In setting up a Keogh plan, you arrange how the plan's funds will be used to build its assets.

- You can establish a trust or custodial account to invest the funds.
- You, the trust, or the custodial account can buy an annuity contract from an insurance company. Life insurance can be included only if it is incidental to the retirement benefits.
- You, the trust, or the custodial account can buy face-amount certificates from an insurance company. These certificates are treated like annuity contracts.

You establish a trust by a legal instrument (written document). You may need professional assistance to do this.

You can establish a custodial account with a bank, savings and loan association, credit union, or other person who can act as the plan trustee.

You do not need a trust or custodial account, although you can have one, to invest the plan's funds in annuity contracts or face-amount certificates. If anyone other than a trustee holds them, however, the contracts or certificates must state that they are not transferable.

Table 1. Key Retirement Plan Rules

Type of Plan	Last Date for Contribution	Maximum Contribution	When To Begin Distributions ¹		
IRA	Due date of IRA owner's income tax return (NOT including extensions)	Smaller of \$2,000 or taxable compensation	April 1 of year after year IRA owner reaches age 70½		
SEP—IRA	Due date of employer's return (Plus extensions)	Smaller of \$30,000 or 15% ² of participant's taxable compensation ³	April 1 of year after year participant reaches age 70½		
Keogh	Due date of employer's return (plus extensions). ⁴	<p style="text-align: center;">Defined Contribution Plans</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Employee</p> <p>Money Purchase—Smaller of \$30,000 or 25% of employee's taxable compensation</p> <p>Profit-Sharing—Smaller of \$30,000 or 15% of employee's taxable compensation</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Self-Employed Individual</p> <p>Money Purchase—Smaller of \$30,000 or 20% of self-employed participant's taxable compensation⁵</p> <p>Profit-Sharing—Smaller of \$30,000 or 13.0435% of self-employed participant's taxable compensation⁵</p> </td> </tr> </table> <p style="text-align: center;">Defined Benefit Plans</p> <p>Amount needed to provide an annual retirement benefit no larger than the smaller of \$120,000 or 100% of the participant's average taxable compensation for his or her highest 3 consecutive years</p>	<p>Employee</p> <p>Money Purchase—Smaller of \$30,000 or 25% of employee's taxable compensation</p> <p>Profit-Sharing—Smaller of \$30,000 or 15% of employee's taxable compensation</p>	<p>Self-Employed Individual</p> <p>Money Purchase—Smaller of \$30,000 or 20% of self-employed participant's taxable compensation⁵</p> <p>Profit-Sharing—Smaller of \$30,000 or 13.0435% of self-employed participant's taxable compensation⁵</p>	Generally April 1 of year after year participant reaches age 70½ ⁶
<p>Employee</p> <p>Money Purchase—Smaller of \$30,000 or 25% of employee's taxable compensation</p> <p>Profit-Sharing—Smaller of \$30,000 or 15% of employee's taxable compensation</p>	<p>Self-Employed Individual</p> <p>Money Purchase—Smaller of \$30,000 or 20% of self-employed participant's taxable compensation⁵</p> <p>Profit-Sharing—Smaller of \$30,000 or 13.0435% of self-employed participant's taxable compensation⁵</p>				

¹ Distributions of at least the required minimum amount must be made each year if the entire balance is not distributed.

² 13.0435% of the self-employed participant's taxable compensation (see glossary) before adjustment for this contribution.

³ Contributions are made to each participant's IRA (SEP-IRA) including that of any self-employed participant.

⁴ To make contributions for a year to a new plan, the employer must set up the plan by the end of the employer's tax year.

⁵ Compensation is before adjustment for this contribution.

⁶ If the participant reached age 70½ after 1996, new law allows participant to begin distributions after he or she retires.

Money purchase pension plan. A money purchase pension plan has contributions that are fixed and are not based on the employer's profits. For example, if the plan requires that contributions be 10% of the participant's compensation, without regard to whether the self-employed person has earned income (or the amount of earned income), the plan is a money purchase pension plan. This applies even though the compensation of the self-employed individual as a participant is based on earned income derived from business profits.

Defined Benefit Plan

A defined benefit plan is any plan that is not a defined contribution plan. Contributions to a defined benefit plan are based on a computation of what contributions are needed to provide definitely determinable benefits to plan participants. Actuarial assumptions and computations are required to figure these contributions. Generally, you will need continuing professional help to have a defined benefit plan.

Forfeitures under a defined benefit plan cannot be used to increase the benefits any employee would otherwise receive under the plan. Forfeitures must be used instead to reduce employer contributions.

Minimum Funding Requirements

In general, if your Keogh plan is a **money purchase pension plan** or a **defined benefit plan**, you must actually pay enough into the plan to satisfy the **minimum funding standard** for each year. Determining the amount needed to satisfy the minimum funding standard is complicated. The determination is based on what should be contributed under the plan formula using actuarial assumptions and formulas. For information on this funding requirement, see Internal Revenue Code Section 412 and the regulations under that section. (Most libraries have the Internal Revenue Code.) The minimum funding requirements **do not apply to profit-sharing plans**.

Quarterly installments of required contributions. If your Keogh plan is a **defined benefit plan** subject to the minimum funding requirements, you must make quarterly installment payments of the required contributions. If you do not pay the full installments timely, you may have to pay interest on any underpayment for the period of the underpayment.

Due dates. The due dates for the installments are 15 days after the end of each quarter. For a calendar-year plan, the installments are due April 15, July 15, October 15, and January 15 (of the following year).

Installment percentage. Each quarterly installment must be 25% of the required annual payment.

Extended period for making contributions. Additional contributions required to satisfy the minimum funding requirement for a plan year will be considered timely, if made by eight and one-half months after the end of that year.

Contributions

A Keogh plan is generally funded by employer contributions. However, employees participating in the plan may be permitted to make contributions.

Self-employed individual. You can make contributions for yourself **only if** you have net earnings (compensation) from self-employment in the trade or business for which the plan was established. Consequently, if you have a net loss from self-employment, you cannot make contributions for yourself for the year, even if you can contribute for common-

law employees based on their compensation. Also, your net earnings must be from your personal services, not merely from your investment.

Employer Contributions

There are certain limits on the contributions and other annual additions you can make each year for plan participants. There are also limits on the amount you can deduct. See *Deduction Limits*, later.

Limits on Contributions and Benefits

Your plan must provide that contributions or benefits cannot exceed certain limits. The limits differ depending on whether your Keogh plan is a defined contribution plan or a defined benefit plan.


Defined benefit plan. For 1996 the annual **benefit** for a participant under a defined benefit plan may not be more than the **smaller** of:

- 1) \$120,000, or
- 2) 100% of the participant's average compensation for his or her highest 3 consecutive calendar years.

Defined contribution plan. A defined contribution plan's annual **contributions** and other additions (excluding earnings) to the account of a participant cannot exceed the **smaller** of:

- 1) \$30,000, or
- 2) 25% of the compensation actually paid the participant.

The maximum compensation that can be taken into account for this limit is generally \$150,000.

 **TIP** For employees in a collective bargaining unit covered by a plan for which the \$150,000 limit does not apply for the plan year beginning in 1996, the compensation limit is \$250,000.

Amounts contributed in excess of these limits (excess annual additions). A plan can correct excess annual additions because of:

- A reasonable error in estimating a participant's compensation,
- A reasonable error in determining the amount of elective deferrals permitted (discussed later), or
- Forfeitures allocated to participants' accounts.

Correcting excess annual additions. A plan can provide for the correction of excess contributions in the following ways:

- 1) Allocate and reallocate the excess to other participants in the plan to the extent of their unused limits for the year; or, if these limits are exceeded,
- 2) Hold the excess in a separate account and allocate (and reallocate) it to participants' accounts in the following year (or

years) before making any contributions for that year (see also *Carryover of Excess Contributions*, later); or

- 3) Return employee after-tax contributions or elective deferrals (see *Employee Contributions and Elective Deferrals (401(k) Plans)*, later).

Tax treatment of returned contributions or distributed elective deferrals. The return of employee after-tax contributions or the distribution of elective deferrals to correct excess annual additions is considered a corrective payment rather than a distribution of accrued benefits. The penalties for premature (early) distributions and excess distributions do not apply.

These disbursements **are not wages reportable on Form W-2**. You must report them on a separate Form 1099-R as follows:

- Report the total amount of the distribution, including employee contributions, in box 1. If the distribution includes any gain from the contribution, report it in box 2a. Report the return of employee contributions in box 5. Enter Code E in box 7.
- Report a distribution of an elective deferral in boxes 1 and 2a. Include any gain from the contribution. Leave box 5 blank and enter Code E in box 7.

Participants must report these amounts on the line for *Total pensions and annuities* on Form 1040 or Form 1040A.

Employee Contributions

Participants may be permitted to make nondeductible contributions to a plan in addition to the employer contributions. Even though these employee contributions are not deductible, the earnings on them are tax free until distributed in later years. But see *Excise Tax for Nondeductible (Excess) Contributions*, later. Also, these contributions must satisfy the non-discrimination test of section 401(m) of the Internal Revenue Code.

When Contributions Are Considered Made

You generally apply your Keogh plan contributions to the year in which you make them. But you can apply them to the previous year if:

- 1) You make them by the due date of your tax return for the previous year (plus extensions);
- 2) The plan was established by the end of the previous year;
- 3) The plan treats the contributions as though it had received them on the last day of the previous year; and
- 4) Either—
 - You specify in writing to the plan administrator or trustee that the contributions apply to the previous year; or
 - You deduct the contributions on your tax return for the previous year. (A partnership shows contributions for partners on Schedule K (Form 1065)).

Employer's promissory note. Your promissory note made out to the plan is not a payment for purposes of the Keogh deduction. Also, issuing this note is a prohibited transaction subject to tax. See *Prohibited Transactions*, later.

Employer Deduction

Only self-employed persons can deduct contributions to a Keogh plan.

Contributions that must be capitalized. You cannot deduct employer contributions to Keogh plans (or any other expense) that you must capitalize (include in the basis of certain property or in the costs of inventory). For more information, see section 263A of the Internal Revenue Code and the related regulations.

Deduction Limits


The limit on your deduction for your contributions to a Keogh plan depends on the kind of plan you have.

Defined contribution plans. The deduction limit for a defined contribution plan depends on whether it is a profit-sharing plan or a money purchase pension plan.

Profit-sharing plan. Your deduction for contributions to a profit-sharing plan cannot be more than **15%** of the compensation from the business paid (or accrued) during the year to the common-law employees participating in the plan. You must reduce this 15% limit in figuring the deduction for contributions you make for your own account. See *Deducting Contributions for Yourself*, later.

Money purchase pension plan. Your deduction for contributions to a money purchase pension plan is generally limited to **25%** of the compensation from the business paid during the year to a participating common-law employee. You must reduce this 25% limit in figuring the deduction for contributions you make for yourself, as discussed later.

Defined benefit plans. The deduction for contributions to a defined benefit plan is based on actuarial assumptions and computations. Consequently, an actuary must figure your deduction limit.

 In figuring the deduction for contributions, you cannot take into account any contributions or benefits that exceed the limits discussed earlier under *Limits on Contributions and Benefits*.

Deducting contributions to combination of plans. If you contribute to both defined contribution plans and defined benefit plans and at least one employee is covered by both plans, your deduction for those contributions is limited. Your deduction cannot exceed the **greater** of:

- 25% of the compensation from the business paid (or accrued) during the year to the common-law employees participating in the plan. You must reduce this 25% limit in figuring the deduction for contributions you make for your own account, or

Table 2. Carryover of Excess Contributions Illustrated—Profit-Sharing Plan (000's omitted)

Year	Participants' compensation	Participants' share of required contribution (10 percent of annual profit)	Deductible limit for current year (15 percent of compensation)	Contribution	Excess contribution carryover used*	Total deductible including carryovers	Excess contribution carryover available at end of year
1993.....	\$1,000	\$100	\$150	\$100	\$ 0	\$100	\$ 0
1994.....	400	125	60	125	0	60	65
1995.....	500	50	75	50	25	75	40
1996.....	600	100	90	100	0	90	50

* There were no carryovers from years before 1993.

- Your contributions to the defined benefit plans, but not more than the amount needed to meet the year's minimum funding standard for any of these plans.

For purposes of this rule, a Simplified Employee Pension (SEP) plan is treated as a separate profit-sharing (defined contribution) plan.

Deducting Contributions for Yourself

When figuring the deduction for contributions made for yourself, compensation is your net earnings from self-employment which does not include:

- The deduction allowed to you for one-half of the self-employment tax, and
- The deduction for contributions on behalf of yourself to the plan.

The deduction amount for (2) above is determined indirectly by using a *self-employed person's contribution rate*. See *Deduction of Contributions for Yourself*, earlier, in the Simplified Employee Pension (SEP) section.

Combination of plans. The combined deduction of contributions to a combination of plans also applies to contributions you make as an employer on your own behalf. See *Deducting contributions to combination of plans*, earlier.

Where to Deduct on Form 1040

Deduct the contributions for your *common-law employees* on Schedule C (Form 1040), on Schedule F (Form 1040), or on Form 1065, whichever applies to you.

Take the deduction for contributions for yourself on line 27 of Form 1040.

If you are a partner, the partnership passes its deduction to you for the contributions it made for you. The partnership will report these contributions on Schedule K-1 (Form 1065). You deduct them by entering the amount on line 27 of Form 1040.

Carryover of Excess Contributions

If you contribute more into the plans than you can deduct for the year, you can carry over and deduct the excess in later years, combined with your deduction for those years. Your combined deduction in a later year is limited to 25% of the participating employees'

compensation for that year. The limit is 15% if you have only profit-sharing plans. Remember that these percentage limits must be reduced to figure your maximum deduction for contributions you make for yourself. See *Deducting Contributions for Yourself*, earlier. The excess you carry over and deduct may be subject to the excise tax discussed next.

Excise Tax for Nondeductible (Excess) Contributions

If you contribute more than your deduction limit to a retirement plan, you have made nondeductible contributions and you may be liable for an excise tax. In general, a 10% excise tax can apply to nondeductible contributions made to qualified pension, profit-sharing, stock bonus, or annuity plans, and to simplified employee pension plans (SEPs).

Exception. The 10% excise tax does not apply to any contribution to meet the *minimum funding requirements* in a money purchase pension plan or a defined benefit plan. Even if that contribution is more than your earned income from the trade or business for which the plan is set up, the excess is treated as a deductible contribution, which is not subject to this excise tax. See *Minimum Funding Requirements* earlier in this section.

Reporting the tax. You must report the tax on your nondeductible contributions on Form 5330. Form 5330 includes a computation of the tax. See the separate instructions for completing the form.

Elective Deferrals (401(k) Plans)

Your Keogh plan can include a cash or deferred arrangement (401(k) plan) under which eligible employees can elect to have you contribute part of their before-tax pay to the plan rather than receive the pay in cash. (As a participant in the plan, you can contribute part of your before-tax net earnings from the business.) This contribution, called an *elective deferral* (and any earnings on it), remains tax free until it is distributed by the plan.

In general, a Keogh plan can include a 401(k) plan only if the Keogh is:

- A profit-sharing plan, or

- A money purchase pension plan in existence on June 27, 1974, that included a salary reduction arrangement on that date.

As discussed earlier, you can also include a similar arrangement under a SEP plan. See *Salary Reduction Arrangement* in the SEP section.

Restriction on conditions of participation.

The plan may not require, as a condition of participation, that an employee complete a period of service beyond the later of age 21 or the completion of one year of service.

Matching contributions. If your plan permits, you can make additional (matching) contributions for an employee on account of the contributions on behalf of the employee under the deferral election just discussed. For example, the plan might provide that you will contribute 50 cents for each dollar your participating employees elect to defer under your 401(k) plan.

Nonelective contributions. You can, under a qualified 401(k) plan, also make contributions (other than matching contributions) for your participating employees without giving them the choice to take cash instead.

Partnership. A partnership can have a 401(k) plan.

Limit on Elective Deferrals

There is a limit on the amount that an employee can defer each year under these plans. This limit applies without regard to community property laws. Your plan must provide that your employees may not defer more than the limit that applies for a particular year. For 1996 the basic limit on elective deferrals is **\$9,500**. This limit is subject to annual increases to reflect inflation (as measured by the Consumer Price Index). If, in conjunction with other plans, the deferral limit is exceeded, the excess is included in the employee's gross income. If contributions are also made to a tax-sheltered annuity (403(b) plan), the limit cannot exceed \$9,500.

Treatment of contributions. Your contributions to a 401(k) plan are generally deductible by you and tax free to participating employees until distributed from the plan. Participating employees have a nonforfeitable right to the

accrued benefit resulting from these contributions. Deferrals are included in wages for social security, Medicare, and federal unemployment (FUTA) tax purposes.

Reporting on Form W-2. You must report the total amount deferred in boxes 3, 5, and 13 of your employee's Form W-2, *Wage and Tax Statement*. See the Form W-2 instructions.

Treatment of Excess Deferrals

If the total of an employee's deferrals exceeds the limit for 1996, the employee can have the excess deferral paid out of any of the plans that permit these distributions. He or she must tell each plan by March 1, 1997, the amount to be paid from that particular plan. The plan must then pay the employee that amount by April 15, 1997.

Excess withdrawn by April 15. If the employee takes out the excess deferral by April 15, 1997, it is not reported again by including it in the employee's gross income for 1997. However, any **income earned** on the excess deferral taken out is taxable in the tax year in which it is taken out. The distribution is not subject to the additional 10% tax on premature (early) distributions.

If the employee takes out **part** of the excess deferral and the income on it, the distribution is treated as made proportionately from the excess deferral and the income.

Excess not withdrawn by April 15. If the employee does not take out the excess deferral by April 15, the excess, though taxable in 1996, is not included in the employee's cost basis in figuring the taxable amount of any eventual benefits or distributions under the plan. In effect, an excess deferral left in the plan is taxed twice, once when contributed and again when distributed. Also, if the entire deferral is to your plan and you allow the excess deferral to stay in the plan, the plan may not be a qualified plan.

Even if the employee takes out the excess deferral by April 15, the amount is considered contributed for purposes of satisfying (or not satisfying) the nondiscrimination requirements of your plan. See *Contributions or benefits must not discriminate* later, under *Keogh Plan Qualification Rules*.

Reporting corrective distributions on Form 1099-R. Report corrective distributions of excess deferrals (including any earnings) on Form 1099-R. If you need specific information about reporting corrective distributions, see the 1996 *Instructions for Forms 1099, 1098, 5498, and W-2G*.

Tax on certain excess deferrals. The law provides tests to detect discrimination in a plan. If tests, such as the *deferral percentage test* (see section 401(k)(8)(B) (or 408(k)(6)(C) in the case of salary reduction SEPs)) and the *contribution percentage test* (see section 401(m)(6)(B)) show that contributions for highly compensated employees exceed the test limits for these contributions, you may

have to pay a **10% excise tax**. Report the tax on Form 5330.

The tax for the year is equal to 10% of the sum of the following for the plan year ending in your tax year:

- 1) Any *excess contributions* (matching contributions, employee contributions, and any qualified nonelective or elective contributions) determined under the deferral percentage test that applies, and
- 2) Any *excess total contributions* (matching contributions, employee contributions, and any qualified nonelective or elective contributions taken into account) determined under the contribution percentage test.

Distributions

Amounts paid to you or other plan participants from your Keogh plan are distributions. Distributions may be nonperiodic, such as a lump-sum distribution, or periodic, such as annuity payments. Also, certain loans may be treated as distributions. See *Loans Treated as Distributions* in Publication 575.

Required Distributions

Your Keogh plan must provide that each participant will either:

- 1) Receive his or her entire interest (benefits) in the plan by the **required beginning date** (defined below), or
- 2) Begin receiving regular periodic distributions by the required beginning date in annual amounts calculated to distribute the participant's entire interest (benefits) over his or her life expectancy or over the joint life expectancy of the participant and the designated beneficiary. This is your required **minimum distribution**. Regular periodic distributions can be paid out over a shorter period and in larger amounts, but they cannot be paid out over a longer period in smaller amounts. Minimum distributions must meet the **minimum distribution incidental benefit** requirement. For more information about this and other distribution requirements, get Publication 575.

The minimum distribution rules apply individually to each Keogh plan. You cannot satisfy the requirement for one plan by taking a distribution from another. These rules may be incorporated in the plan by reference. The plan must provide that these rules override any inconsistent distribution options previously offered.

Figuring the minimum distribution. If the account balance of a Keogh plan participant is to be distributed (other than as an annuity), the plan administrator must figure the minimum amount required to be distributed each distribution calendar year. This amount is figured by dividing the **account balance** by the **applicable life expectancy** (discussed under

Tax on Excess Accumulation and its discussion on minimum distributions in Publication 575).

Account balance. Use the value of the account balance as of the last valuation date in the calendar year preceding the distribution calendar year, adjusted as follows:

- 1) Add amounts allocated to the account balance after the valuation date in the preceding calendar year. Include contributions allocated to the preceding year that were made after the close of that year.
- 2) Subtract distributions during the preceding year that were made after the valuation date. Also subtract distributions made during the second distribution calendar year to meet the minimum distribution required for the first distribution calendar year.

Required beginning date. Generally, each participant must receive his or her entire benefits in the plan or begin to receive periodic distributions of benefits from the plan by April 1 of the year following the calendar year in which the participant reaches age 70 1/2. However, if the participant reached that age before 1988 and was not a 5% owner, generally he or she need not begin receiving distributions until April 1 following the calendar year in which he or she retires. For more information, see *Tax on Excess Accumulation* in Publication 575.

TIP *Beginning in 1997, new law modifies the definition of the required beginning date.* Under the new law, the required beginning date of a participant who is still employed after age 70 1/2 is April 1 of the calendar year that follows the calendar year in which he or she retires. The current law generally does not take into account whether or not the participant has retired. The new law change does not apply to IRAs. For more information, see *Tax on Excess Accumulation* in Publication 575.

Distributions after required beginning date. The required minimum distribution for any year after the participant's 70 1/2 year must be made by December 31 of the later year. If no distributions are made in the participant's 70 1/2 year, required minimum distributions for 2 years must be made in the next year (one by April 1, and one by December 31).

See Publication 575 for the special rules covering distributions made after the death of a participant.

Distributions From 401(k) Plans

Generally, a distribution may not be made until the employee:

- Retires,
- Dies,
- Becomes disabled, or
- Otherwise separates from service.

Also, a distribution may be made if the plan ends and no other defined contribution plan is

established or continued. In the case of a 401(k) plan that is part of a profit-sharing plan, a distribution may be made if the employee reaches age 59 1/2 or suffers financial hardship.



Some of the above distributions may be subject to the tax on premature distributions discussed later.

Hardship distribution. For the rules on hardship distributions, including the limits on them, see Treasury Regulation 1.401(k)-1(d)(2).

Qualified domestic relations order (QDRO). These distribution restrictions do not apply if the distribution is to an alternate payee under the terms of a QDRO. QDRO is defined in Publication 575.

Tax Treatment of Distributions

Distributions from your Keogh plan minus a prorated part of any cost basis are **subject to income tax** in the year they are distributed. Since most recipients have no cost basis, a distribution is generally fully taxable. An exception is a distribution that is properly rolled over as discussed next under *Rollover*.

The tax treatment of the distributions depends on whether they are made periodically over several years or life (**periodic payments**), or are **nonperiodic distributions**. See *Taxation of Periodic Payments* or *Taxation of Nonperiodic Payments* in Publication 575 for a detailed description of how distributions are taxed, including the 5- or 10-year tax option or capital gain treatment of a **lump-sum distribution**.

Rollover

The recipient of an **eligible rollover distribution** from a Keogh plan can defer the tax on it by rolling it over into an IRA or another eligible retirement plan. However, it may be subject to withholding as discussed under *Withholding Requirements*, later. For more information about rollovers, see *Rollovers* in Publications 575 and 590.

Eligible rollover distribution. This is a distribution of all (such as a lump-sum distribution) or any part of an employee's balance in a qualified retirement plan (such as a Keogh plan) that *is not*:

- A required distribution. See *Required Distributions*, earlier.
- An annual (or more frequent) payment under a long-term (10 years or more) annuity contract or as part of a similar long-term series of substantially equal periodic distributions.
- The portion of a distribution that represents the return of an employee's nondeductible contributions to the plan. See *Employee Contributions*, earlier.
- A distribution such as a return of excess contributions or deferrals under a 401(k)

plan. See *Correcting excess annual additions*, earlier, under *Limits on Contributions and Benefits*.

Withholding Requirements

If, during a year, your Keogh plan pays to a participant one or more **eligible rollover distributions** (defined in the preceding discussion) that are reasonably expected to total more than \$200, the payor must withhold 20% of each distribution for federal income tax.

Exceptions. If, instead of having the distribution paid to him or her, the participant chooses to have the plan pay it directly to an IRA or another eligible retirement plan (a *direct rollover*), no withholding is required.

Or, if the participant receives a **distribution that is not eligible for rollover treatment** (see the list of these distributions excluded from the definition of an **eligible rollover distribution**, earlier), the 20% withholding requirement does not apply. Other withholding rules apply to these excluded distributions, such as long-term **periodic** distributions and required distributions (periodic or **nonperiodic**). However, you can still choose not to have tax withheld from these distributions. If you do not make this choice, the following withholding rules apply:

- For these distributions that are **periodic**, withholding is based on their treatment as wages, and
- For these distributions that are **nonperiodic**, 10% of the taxable part is withheld.

Estimated tax payments. If no income tax is withheld or not enough tax is withheld, the recipient of a distribution may have to make estimated tax payments. For more information, see *Withholding Tax and Estimated Tax* in Publication 575.

Tax on Premature (Early) Distributions

If a distribution is made to an employee under the plan before he or she reaches age 59 1/2, the employee may have to pay a **10%** additional tax on the premature distribution. This tax applies to the amount received that the employee must include in income.

Exceptions. The 10% tax will not apply if distributions before age 59 1/2 are:

- Made to a beneficiary (or to the estate of the employee) on or after the **death** of the employee.
- Due to the employee having a qualifying **disability**.
- Part of a series of substantially equal **periodic payments** beginning after separation from service and made at least annually for the life or life expectancy of the employee or the joint lives or life expectancies of the employee and his or her designated beneficiary. (The payments under this exception, except in the case of death or disability, must continue for at least 5 years or until

the employee reaches age 59 1/2, whichever is the longer period.)

- Made to an employee after **separation** from service if the separation occurred during or after the calendar year in which the employee reached age 55.
- Made to an alternate payee under a **qualified domestic relations order (QDRO)**. (QDRO is defined in Publication 575.)
- Made to an employee for **medical care** up to the amount allowable as a medical expense deduction (determined without regard to whether the employee itemizes deductions).
- Timely made to reduce excess contributions under a 401(k) plan.
- Timely made to reduce excess employee or matching employer contributions (excess aggregate contributions).
- Timely made to reduce excess elective deferrals.

Reporting the tax. To report this tax on early distributions, file Form 5329. See the form instructions for additional information about this tax.

Tax on Excess Benefits

If you are or have been a **5% owner** of the business maintaining the plan, amounts you receive at any age that exceed the benefits provided for you under the plan formula are subject to an additional tax. This tax also applies to amounts received by your successor. The tax is **10%** of the excess benefit that is includible in income.

Lump-sum distributions. The amount subject to the additional tax is not eligible for the optional methods of figuring income tax on a lump-sum distribution. The optional methods are discussed under *Lump-Sum Distributions* in Publication 575.

5% owner. For purposes of this tax, you are a 5% owner if you own more than 5% of the capital or profits interest in the employer. You are also a 5% owner if you were a 5% owner at any time during the 5 plan years immediately before the plan year that ends within the tax year in which you receive the distribution.

Reporting the tax. Include on Form 1040, line 51, any tax you owe for an excess benefit. On the dotted line next to the total, write "Section 72(m)(5)" and write in the amount.

Tax on Excess Distributions

In addition to the taxes just discussed, a 15% excise tax may be imposed on the participant for receiving excess distributions. For 1996, the distributions in excess of \$155,000 are subject to a 15% excise tax on the amount over \$155,000.



The new law suspends the 15% excise tax on excessive distributions for distributions received after **December 31, 1996**, and before the year 2000. For

more information, see *Tax on Excess Distributions* in Publication 575.

Excise Tax on Reversion of Plan Assets.

A 20% or 50% excise tax generally is imposed on any direct or indirect reversion of qualified plan assets to an employer. If you owe this tax, report it in Part XIII of Form 5330. See the Form 5330 instructions for more information.

Prohibited Transactions

Certain transactions (listed below) between the plan and a **disqualified person** generally are prohibited. (However, see *Exemptions*, later.) A 5% excise tax is charged on these transactions. If you are a disqualified person who takes part in a prohibited transaction, you must pay the tax.



Any prohibited transaction that takes place after August 20, 1996, is subject to a higher excise tax (from 5% to 10%) on the "amount involved." See *Tax on Prohibited Transactions*, later.

Disqualified person. You are a disqualified person if you are:

- 1) The employer of participants in the plan,
- 2) A 10% (or more) partner in a partnership having the plan, or
- 3) A fiduciary of the plan.

Disqualified persons also include:

- 1) Highly compensated employees (earning 10% or more of the employer's yearly wages),
- 2) Employee organizations, any of whose members are covered by the plan, and
- 3) Persons providing services to the plan.

Related disqualified persons. If you are a disqualified person, the following are also disqualified persons:

- 1) Members of your family (spouse, ancestors, direct descendants, and any spouse of a direct descendant),
- 2) Corporations, partnerships, trusts, or estates in which you own, directly or indirectly, at least half the:
 - Total voting stock or the value of all stock of the corporation,
 - Capital interest or profit interest of the partnership, or
 - Beneficial interest of the trust or estate.

Prohibited transactions generally include:

- 1) A transfer of plan income or assets to, or use of them by or for the benefit of, a disqualified person;
- 2) Dealing with plan income or assets by a fiduciary in his or her own interest;

- 3) The receiving of consideration by a fiduciary for his or her own account from a party that is dealing with the plan in a transaction that involves plan income or assets; or
- 4) Any of the following acts between the plan and a disqualified person:
 - Selling, exchanging, or leasing property,
 - Lending money, extending credit, or
 - Furnishing goods, services, or facilities.

Loans to owner-employee. A loan from a Keogh plan to a self-employed individual also may be a **prohibited transaction**.

Exemptions. A prohibited transaction does not take place if you are a disqualified person and receive any benefit to which you are entitled as a plan participant or beneficiary. However, the benefit must be figured and paid under the same terms as for all other participants and beneficiaries.

Other transactions also are exempt from being treated as prohibited transactions. See section 4975 of the Internal Revenue Code and its underlying regulations.

Tax on Prohibited Transactions

The tax on a prohibited transaction is 5% of the *amount involved* for each year (or part of a year) in the *taxable period*. **After August 20, 1996, new law increases the tax to 10%.**

If the transaction is not corrected within the taxable period, an additional tax of 100% of the amount involved is imposed. Both taxes are payable by any disqualified person who participated in the transaction (other than a fiduciary acting only as such). If more than one person takes part in the transaction, each person can be jointly and severally liable for the entire tax.

Amount involved. The amount involved in a prohibited transaction is the greater of:

- The money and fair market value of any property given, or
- The money and fair market value of any property received.

Services. If services are performed, the amount involved is any excess compensation given or received.

Taxable period. The taxable period starts on the transaction date and ends on the earliest of the following:

- The day IRS mails a notice of deficiency for the tax,
- The day IRS assesses the tax, or
- The day you finish correcting the transaction.

Payment of the 5% tax. Pay the 5% tax (10% after August 20, 1996) with Form 5330.

Correcting prohibited transactions. If you are a disqualified person who participated in a prohibited transaction, you can minimize the

tax by correcting it as soon as possible. Correcting it means undoing it as much as you can without putting the plan in a worse financial position than if you had acted under the highest fiduciary standards.

100% tax for failure to correct. The 100% tax is charged if you do not correct the transaction during the taxable period. It is based on the amount involved that is figured by using the highest fair market value during the taxable period of any property given or received in the transaction.

Correction period. If the prohibited transaction is not corrected during the taxable period, you usually have an additional 90 days after the day the IRS mails a notice of deficiency for the 100% tax to correct the transaction. This correction period (the taxable period plus the 90 days) can be extended if:

- IRS grants a reasonable time needed to correct the transaction, or
- You petition the Tax Court.

If you correct the transaction within this period, IRS will abate, credit, or refund the 100% tax.

Reporting Requirements

As the Keogh plan administrator or the employer, you may have to file an annual return/report form by the last day of the 7th month after the plan year ends. See the following list of forms to choose the right form for your plan.

- 1) **Form 5500-EZ.** If your plan is a one-participant retirement plan and meets the other four conditions listed under *Who May File Form 5500-EZ* in the form instructions, you can file Form 5500-EZ.

Your plan is a one-participant plan if as of the first day of the plan year for which the form is filed, either:

- The plan covers only you (or you and your spouse) and you (or you and your spouse) own the entire business. (The business may be incorporated or unincorporated.), or
- The plan covers only one or more partners (or partner(s) and spouse(s)) in a business partnership.

See the filled-in copy of Form 5500-EZ near the end of this publication.

You do not have to file Form 5500-EZ (or Forms 5500 or 5500-C/R), **if** you meet the five conditions mentioned in (1) above, **and**

- You have a one-participant plan that had total plan assets of \$100,000 or less at the end of every plan year ending after January 1, 1994, **or**
- You have two or more one-participant plans that together had total plan assets of \$100,000 or less at the end of every plan year ending after January 1, 1994.

However, all one-participant plans must file a Form 5500-EZ for their final plan year, even if the total plan assets have always been less than \$100,000. The final plan year is the year in which distribution of all plan assets is completed.

- 2) **Form 5500–C/R.** Unless otherwise exempted, file Form 5500–C/R if your plan has fewer than 100 participants at the start of the plan year, or if your one-participant plan does not meet the conditions outlined in the instructions for Form 5500–EZ.
- 3) **Form 5500.** If your plan has 100 or more participants at the start of the plan year, you must file Form 5500.
- 4) **Schedule A (Form 5500).** If any plan benefits are provided by an insurance company, insurance service, or similar organization, complete and attach Schedule A (Form 5500), *Insurance Information* to Form 5500 or Form 5500–C/R. Schedule A is not needed for a plan that covers only:
 - An individual or an individual and spouse who wholly own the trade or business, whether incorporated or unincorporated, or
 - Partners in a partnership or the partners and their spouses.
 Do not file a Schedule A (Form 5500) with a Form 5500–EZ.
- 5) **Schedule B (Form 5500).** For most defined benefit plans, complete and attach Schedule B (Form 5500), *Actuarial Information*, to Form 5500, Form 5500–C/R, or Form 5500–EZ.
- 6) **Schedule P (Form 5500), Annual Return of Fiduciary of Employee Benefit Trust**, is used by a fiduciary (trustee or custodian) of a trust described in section 401(a) of the Internal Revenue Code or a custodial account described in section 401(f) to protect it under the statute of limitations provided in section 6501(a). The filing of a completed Schedule P by the fiduciary satisfies the annual filing requirement, under section 6033(a), for the trust or custodial account created as part of a Keogh plan. This filing starts the running of the 3–year limitation period that applies to the trust or custodial account. For this protection, the trust or custodial account must qualify under section 401(a) and be exempt from tax under section 501(a). The fiduciary should file, under section 6033(a), a Schedule P as an attachment to Form 5500, 5500–C/R, or Form 5500–EZ for the plan year in which the trust year ends. The fiduciary cannot file Schedule P separately. Refer to the Schedule P instructions for more information.
- 7) **Form 5310.** If you terminate your plan and are the plan sponsor or plan administrator, you may file Form 5310, *Application for Determination for Terminating Plan*. Your application must be accompanied by the appropriate user fee and Form 8717, *User Fee for Employee Plan Determination Letter Request*.

For more information about reporting requirements, see the forms and their instructions.

Keogh Plan Qualification Rules

To qualify for the tax benefits available to qualified plans, a Keogh plan must meet certain requirements (qualification rules) of the tax law. Generally, unless you write your own plan, the financial institution that provided your plan will take the continuing responsibility for meeting qualification requirements that are later changed. The following is a brief overview of important qualification *rules that generally have not yet been discussed*. It is not intended to be all-inclusive. See *Setting Up a Keogh Plan*, earlier.

Plan assets must not be diverted. Your plan must make it impossible for its assets to be used for, or diverted to, purposes other than for the benefit of employees and their beneficiaries. As a general rule the assets cannot be diverted to the employer.

Minimum coverage requirements must be met. A qualified plan must benefit at least the fewer of 50 employees or 40% of all employees.

Contributions or benefits must not discriminate. Under the plan, contributions or benefits to be provided must not discriminate in favor of highly compensated employees. See also *Top-heavy plan requirements*, later, under *Additional Rules for Plans Covering Owner-Employees*.

Contribution and benefit limits must not be exceeded. Your plan must not provide for contributions or benefits that exceed certain limits. The limits apply to the annual contributions and other additions to the account of a participant in a defined contribution plan and to the annual benefit payable to a participant in a benefit plan. These limits were discussed earlier under *Contributions*.

Minimum vesting standards must be met. Your plan must satisfy certain requirements regarding when benefits vest. A benefit is **vested** (you have a fixed right to it) when it becomes nonforfeitable. A benefit is **nonforfeitable** if it cannot be lost upon the happening, or failure to happen, of any event.

Leased employees. A leased employee, defined below, who performs services for any person (recipient of the services) is treated as an employee of the recipient of the services for certain plan qualification requirements. These requirements include:

- 1) Nondiscrimination in coverage, contributions, and benefits,
- 2) Minimum age and service requirements,
- 3) Vesting,
- 4) Limits on contributions and benefits, and
- 5) Top-heavy plan requirements.

However, contributions or benefits provided by the leasing organization for services performed for the recipient of the services are treated as provided by the recipient.

Leased employee defined. A leased employee is a person who is **not** the common-law employee of a recipient and who:

- 1) Provides services to the recipient under an agreement between the recipient and a leasing organization,
- 2) Has performed services for the recipient (or for the recipient and related persons) substantially full time for at least 1 year, and
- 3) Provides services of a type historically performed in the business field of the recipient by employees (see *Caution* below).



Definition of leased employee modified. For tax years beginning after 1996, requirement (3) above is replaced by the requirement that the individual perform services under the primary direction or control of the recipient employer.

Safe harbor exception. A leased employee is not treated as the employee of the recipient of the services if the employee is covered by the leasing organization under its qualified pension plan and leased employees are not more than 20% of the recipient's nonhighly compensated work force. The leasing organization's plan must be a money purchase pension plan providing:

- Immediate participation,
- Full and immediate vesting, and
- A nonintegrated employer contribution rate of at least 10% of compensation for each participant.

However, if the leased employee is considered a common-law employee of the recipient, that employee will be the recipient's employee for all purposes, regardless of any pension plan of the leasing organization.

Benefit payments must begin when required. Your plan must provide that, unless the participant chooses otherwise, the payment of benefits to the participant must begin within 60 days after the close of the **latest** of:

- 1) The plan year in which the participant reaches the earlier of age 65 or the normal retirement age,
- 2) The plan year in which the 10th anniversary of the year in which the participant came under the plan occurs, or
- 3) The plan year in which the participant separated from service.

Early retirement. Your plan can provide for payment of retirement benefits before the normal retirement age. If your plan offers an early retirement benefit, a participant who separates from service before satisfying the early retirement *age requirement* becomes entitled to that benefit if he or she:

- Satisfied the **service requirement** for the early retirement benefit, and
- Separated from service with a nonforfeitable right to an accrued benefit. The benefit, which may be actuarially reduced, is payable when the early retirement age requirement is met.

Survivor benefits. Defined benefit and certain money purchase pension plans must provide automatic survivor benefits in the form of:

- 1) A qualified joint and survivor annuity for a vested participant who does not die before the annuity starting date.
- 2) A qualified pre-retirement survivor annuity for a vested participant who dies before the annuity starting date and who has a surviving spouse.

The automatic survivor benefit also applies to any participant under a profit-sharing plan unless:

- 1) The participant does not choose benefits in the form of a life annuity,
- 2) The plan pays the full vested account balance to the participant's surviving spouse (or other beneficiary if the surviving spouse consents or if there is no surviving spouse) if the participant dies, and
- 3) The plan is not a direct or indirect transferee of a plan that must provide automatic survivor benefits.

Loan secured by benefits. If survivor benefits are required for a spouse under a plan, he or she must consent to a loan that uses as security the accrued benefits in the plan.

Waiver of survivor benefits. Each plan participant may be permitted to waive the joint and survivor annuity or the preretirement survivor annuity (or both); but only if the participant has the written consent of the spouse. The plan also must allow the participant to withdraw the waiver. The spouse's consent must be witnessed by a plan representative or notary public.

Benefits not more than \$3,500. A plan may provide for the immediate distribution of the present value of a qualified joint and survivor annuity or a qualified preretirement survivor annuity if the present value of the annuity is not greater than \$3,500. However, the distribution cannot be made after the annuity starting date unless the participant and the spouse (or surviving spouse of a participant who died) consent in writing to the distribution. If the present value is greater than \$3,500, the plan must have the written consent of the participant and spouse (or surviving spouse) for any immediate distribution of the present value of a qualified joint and survivor or preretirement survivor annuity.

Consolidation, merger, or transfer of assets or liabilities. Your plan must provide that, in the case of any merger or consolidation with, or transfer of assets or liabilities to, any other plan, each participant would (if the plan then terminated) receive a benefit equal to or more than the benefit he or she would have been entitled to just before the merger, etc. (if the plan had then terminated).

Benefits must not be assigned or alienated. Your plan must provide that its benefits cannot be assigned or alienated.

Exception for certain loans. A loan from the plan (not from a third party) to a participant or beneficiary is not treated as an assignment or alienation if the loan is secured by the participant's accrued nonforfeitable benefit and is exempt from the tax on prohibited transactions or would have been exempt if the participant were a disqualified person.

Exception for domestic relations orders. Compliance with a judgment, decree, or order relating to child support, alimony payments, or marital property rights under a state domestic relations law that meets certain requirements (a qualified domestic relations order) does not result in a prohibited assignment or alienation of benefits.

Payments to an alternate payee under a qualified domestic relations order before the participant attains age 59 1/2 are not subject to the 10% additional tax that would otherwise apply under certain circumstances. The interest of the alternate payee is not taken into account in determining whether a distribution to the participant is a lump-sum distribution. Benefits distributed to an alternate payee under a qualified domestic relations order can be rolled over tax free to an individual retirement account or to an individual retirement annuity.

There must be no benefit reduction for social security increases. Your plan must not permit a benefit reduction for a post-separation increase in the social security benefit level or wage base for any participant or beneficiary who is receiving benefits under your plan, or who is separated from service and has nonforfeitable rights to benefits. This rule also applies to plans supplementing the benefits provided by other federal or state laws.

Elective deferrals must be limited. If your plan provides for elective deferrals, it must limit those deferrals to the amount in effect for that particular year. See *Limit on Elective Deferrals*, earlier.

Additional Rules for Plans Covering Owner-Employees

Plans that cover an owner-employee (self-employed individual, including a more than 10% partner), must meet certain additional requirements.



Beginning after 1996, new law eliminates the following aggregation rules that only apply to plans maintained by self-employed individuals.

Plans must be combined. If an owner-employee controls, or a group of owner-employees together control, more than one trade or business, all of the plans of the controlled trades or businesses must be considered together as a single plan to determine whether they qualify. The qualification requirements include the special requirements that apply to plans benefiting owner-employees.

Control. An owner-employee, or a group of owner-employees, is considered to control a trade or business if the owner-employee, or the group together:

- 1) Owns the entire interest in the trade or business, or
- 2) For a partnership, owns more than 50% of either the capital interest or the profits interest in the partnership.

Top-heavy plan requirements. A top-heavy plan is one that mainly favors partners, self-employed persons, and other key employees.

A plan is top heavy for any plan year for which the total value of accrued benefits or account balances of key employees is more than 60% of the total value of accrued benefits or account balances of all employees. Additional requirements apply to a top-heavy plan primarily to provide minimum benefits or contributions for nonkey employees covered by the plan.

Most qualified plans, whether or not top-heavy, must contain provisions that meet the top-heavy requirements and that will take effect in plan years in which the plans are top heavy. These qualification requirements for top-heavy plans are set forth in Internal Revenue Code section 416 and its underlying regulations.

Form 5500-EZ Example

John Jones is in business for himself as the J & J Repair Service. He provides radio and television repair service. His wife, Beth, also works in the business. He has no other employees. The business has a Keogh money purchase pension plan adopted in 1986 with an effective date of January 1, 1986. This is John's only pension plan.

Contributions to the pension plan for 1996 were \$10,000. The income earned by the plan for 1996 was \$10,500. The bank charged John's plan a \$10 maintenance fee for 1996. The total assets of the plan at the end of 1996 were \$162,200.

John completes and files Form 5500-EZ for 1996 as shown in the example of a filled-in Form 5500-EZ on the next page.

Annual Return of One-Participant (Owners and Their Spouses) Retirement Plan

1996

Department of the Treasury Internal Revenue Service

This form is required to be filed under section 6058(a) of the Internal Revenue Code.

This Form is Open to Public Inspection

Please type or print

See separate instructions.

For the calendar plan year 1996 or fiscal plan year beginning 1996, and ending 1996, and ending 1996, 10

This return is: (i) the first return filed (ii) an amended return (iii) the final return (iv) a short plan year (less than 12 mos.)

Check here if you filed an extension of time to file and attach a copy of the approved extension

1a Name of employer: John Jones DBA J&J Repair Service
1b Employer identification number: 001234567
1c Telephone number of employer: (518) 999-1234
1d Business activity code: 7622
1e If plan year has changed since last return, check here
2a Is the employer also the plan administrator? Yes
2b Name of plan: J & J Repair Service Pension Plan
2c Date plan first became effective: Month 01 Day 01 Year 86
2d Enter three-digit plan number: 001

3 Type of plan: a Defined benefit pension plan, b Money purchase plan, c Profit-sharing plan, d Stock bonus plan, e ESOP plan
4a If this is a master/prototype, or regional prototype plan, enter the opinion/notification letter number
4b Check if this plan covers: (i) Self-employed individuals, (ii) Partner(s) in a partnership, or (iii) 100% owner of corporation
5a Enter the number of qualified pension benefit plans maintained by the employer (including this plan): 1
5b Check here if you have more than one plan and the total assets of all plans are more than \$100,000

6 Enter the number of participants in each category listed below:
Table with 3 rows (6a, 6b, 6c) and 2 columns (Category, Number)
6a Under age 59 1/2 at the end of the plan year: 2
6b Age 59 1/2 or older at the end of the plan year, but under age 70 1/2 at the beginning of the plan year: 0
6c Age 70 1/2 or older at the beginning of the plan year: 0

7a (i) Is this a fully insured pension plan which is funded entirely by insurance or annuity contracts? No
(ii) If 7a(i) is "Yes," are the insurance contracts held:
7b Cash contributions received by the plan for this plan year: 10,000
7c Noncash contributions received by the plan for this plan year: 0
7d Total plan distributions to participants or beneficiaries: 0
7e Total nontaxable plan distributions to participants or beneficiaries: 0
7f Transfers to other plans: 0
7g Amounts received by the plan other than from contributions: 10,500
7h Plan expenses other than distributions: 10
8a Total plan assets at the end of the year: 162,200
8b Total plan liabilities at the end of the year: 0

9 Check "Yes" and enter amount involved if any of the following transactions took place between the plan and a disqualified person during this plan year. Otherwise, check "No."
Table with 4 rows (9a, 9b, 9c, 9d) and 3 columns (Yes, No, Amount)
9a Sale, exchange, or lease of property: No
9b Payment by the plan for services: No
9c Acquisition or holding of employer securities: No
9d Loan or extension of credit: No

10a Does your business have any employees other than you and your spouse (and your partners and their spouses)? No
10b Total number of employees (including you and your spouse and your partners and their spouses)
10c Does this plan meet the coverage requirements of Code section 410(b)?
11a Did the plan distribute any annuity contracts this plan year? No
11b During this plan year, did the plan make distributions to a married participant in a form other than a qualified joint and survivor annuity or were any distributions on account of the death of a married participant made to beneficiaries other than the spouse of that participant? No
11c During this plan year, did the plan make loans to married participants? No

Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete.

Signature of employer (owner) or plan administrator: John Jones Date: 7/20/97



How To Get More Information



You can get help from the IRS in several ways.

Free publications and forms. To order free publications and forms, call 1-800-TAX-FORM (1-800-829-3676). You can also write to the IRS Forms Distribution Center nearest you. Check your income tax package for the address. Your local library or post office also may have the items you need.

For a list of free tax publications, order Publication 910, *Guide to Free Tax Services*. It also contains an index of tax topics and related publications and describes other free tax information services available from IRS, including tax education and assistance programs.

If you have access to a personal computer and modem, you also can get many forms and publications electronically. See *Quick and Easy Access to Tax Help and Forms* in your income tax package for details. If space permitted, this information is at the end of this publication.

Tax questions. You can call the IRS with your tax questions. Check your income tax package or telephone book for the local number, or you can call 1-800-829-1040.

TTY/TDD equipment. If you have access to TTY/TDD equipment, you can call 1-800-829-4059 with your tax questions or to order forms and publications. See your income tax package for the hours of operation.

Glossary

The definitions in this glossary are the meanings of the terms as used in this publication. The same term used in another publication may have a slightly different meaning.

Annual addition. Annual addition is the total in a year of all employer contributions, employee contributions (not including rollovers), and forfeitures allocated to a participant's account.

Annual benefit. Annual benefit means a benefit to be paid yearly in the form of a straight-life annuity (with no extra benefits) under a plan but excluding the benefit attributable to employee contributions or rollover contributions.

Business. A business is an activity in which profit motive is present and some type of economic activity is involved. Service as a newspaper carrier under age 18 is not a business, but service as a newspaper dealer is. Service as a sharecropper under an owner-tenant arrangement is a business. Service as a public official is not.

Common-law employee. A common-law employee is a person who performs services for an employer who has the right to control and direct both the results of the work and the way in which it is done. For example, the employer:

- Provides the employee's tools, materials, and workplace, and
- Can fire the employee.

For Keogh plan purposes, common-law employees are not self-employed with respect to income from their work, even if that income is self-employment income for social security tax purposes. For example, common-law employees who are ministers, members of religious orders, full-time insurance salespeople, and U.S. citizens employed in the United States by foreign governments cannot establish Keogh plans with respect to their earnings from those employments, even though their earnings are treated as self-employment income.

However, a common-law employee can be self-employed as well. For example, an attorney can be a corporate common-law employee during regular working hours and also practice law in the evening as a self-employed person. In another example, a minister employed by a congregation for a salary is a common-law employee even though the salary is treated as self-employment income for social security tax purposes. However, fees reported on Schedule C (Form 1040) for performing marriages, baptisms, and other personal services are self-employment earnings for Keogh plan purposes.

Compensation. Compensation means the pay a participant received from an employer for personal services for a year. An employer can generally define compensation as including:

- Wages and salaries,
- Fees for professional services, and

- Other amounts received (cash or noncash) for personal services actually rendered by an employee, including, but not limited to:

- a) Commissions and tips,
- b) Fringe benefits, and
- c) Bonuses.

The definition of compensation generally cannot include:

- Reimbursements or other expense allowances (unless paid under a nonaccountable plan), or
- Deferred compensation (either amounts going in or amounts coming out), unless the employer elects to treat certain qualified elective deferrals as compensation for purposes of plan qualification (but not for purposes of determining maximum deductible amounts).

Other options. In figuring the compensation of a common-law employee, you may treat one of the following as the employee's compensation.

- 1) The employee's wages as defined for income tax withholding purposes, or
- 2) The employee's wages that you report in box 1 of Form W-2, *Wage and Tax Statement*, or
- 3) The employee's social security wages (including elective deferrals).

Self-employed person. For the self-employed person, compensation means the **earned income**, as discussed later, of the person.

Contribution. A contribution is an amount an employer pays into a plan for all those (including the self-employed person) participating in the plan. Limits apply to how much, under the contribution formula of the plan, may be contributed each year for a participant.

Deduction. A deduction is the amount of plan contributions an employer takes on an income tax return as a subtraction from gross income. Limits apply to the amount deductible.

Earned income. Earned income for Keogh plan purposes is net earnings from self-employment (defined below) from a business in which your services materially helped to produce the income.

You can have earned income from property that your personal efforts helped create, such as books or inventions on which you earn royalties. Earned income includes net earnings from selling or otherwise disposing of the property, but it does not include capital gains. It includes income from licensing the use of property other than goodwill.

Earned income does not include interest income.

If you have more than one business, but only one has a retirement plan, only the earned income from that business is considered for that plan.

Employee. For retirement plan purposes, the term "employee" generally includes a self-employed person as well as a common-law

employee. It also may include a leased employee.

Employer. A sole proprietor is his or her own employer for Keogh plan purposes, and a partnership employs each partner. A partner is not an employer for Keogh plan purposes.

Fishermen treated as self-employed. A fisherman (other than a child under age 18 working for his or her father or mother) may be considered self-employed for purposes of setting up a Keogh plan. A fisherman qualifies if he or she serves on a fishing boat under an arrangement providing pay in the form of a share of the boat's catch, or a share of the proceeds from the sale of the catch. The share must depend on the amount of the boat's catch. The fisherman receiving the share must not receive any remuneration in cash other than the proceeds from the sale of his or her share. Also, the operating crew of the boat (or each boat if the operation involves more than one boat) must normally be made up of fewer than 10 persons.

Master plan. A master plan has a single trust or custodial account. If you adopt a master plan, you use the single trust or custodial account along with the other employers adopting the plan.

Net earnings from self-employment. For SEP and Keogh plan purposes, these earnings are a self-employed person's gross income from a business, taking into account allowable deductions for that business. Allowable deductions include contributions to SEP and Keogh plans for common-law employees. Earnings from self-employment do not include items that are excluded from gross income (or their related deductions) other than foreign earned income and foreign housing cost amounts. For the deduction limits, earned income is net earnings for personal services actually rendered to the business. You take into account the income tax deduction allowed for one-half of the self-employment tax and the deduction for contributions to a qualified plan made on your behalf when figuring net earnings. Net earnings include a partner's distributive share of partnership income or loss (other than separately stated items, such as capital gains and losses). It does not include income passed through to shareholders of S corporations. **Guaranteed payments to limited partners** qualify as net earnings from self-employment if they are paid for services to or for the partnership. Distributions of other income or loss to limited partners do not qualify.

Partner. An individual who shares ownership of an unincorporated trade or business with one or more persons.

Prototype plan. This is a plan with separate trusts or custodial accounts for each employer who adopts the plan.

Self-employed individual. An individual in business for himself or herself is self-employed. Sole proprietors and partners are self-employed. Self-employment can include part-time work.

Not everyone who has net earnings from self-employment for social security tax purposes is self-employed for Keogh plan purposes. See *Common-law employee*, earlier. Also see *Net earnings from self-employment*.

Sole proprietor. An individual in business for himself or herself and who is the only owner of the unincorporated trade or business.

How To Get Forms, Publications, and Other Information



You can get information from the IRS in several ways. Choose the method from the table below that is best for you.

Method	Type of Information	How To Get the information								
• By phone	• Forms and publications	▶ Call 1-800-TAX-FORM (1-800-829-3676) during regular business hours. If you have access to TTY/TDD equipment, you can call 1-800-829-4059.								
	• Tele-Tax topics	▶ See your income tax package for the phone number and list of Tele-Tax topics.								
	• Personal assistance	▶ Call 1-800-829-1040 during regular business hours. If you have access to TTY/TDD equipment, you can call 1-800-829-4059.								
• By mail	• Forms and publications	<p>▶ Write to the IRS Forms Distribution Center listed for your state. Print or type your name and address clearly and indicate the number of the form or publication, i.e., Form 1040 or Publication 463.</p> <table border="0"> <tr> <td><i>Address</i></td> <td><i>States (abbreviated)</i></td> </tr> <tr> <td>Western Area Distribution Center Rancho Cordova, CA 95743-0001</td> <td>AK, AZ, CA, CO, HI, ID, MT, NV, NM, OR, UT, WA, WY, Guam, Northern Marianas, American Samoa</td> </tr> <tr> <td>Central Area Distribution Center P.O. Box 8903 Bloomington, IL 61702-8903</td> <td>AL, AR, IL, IN, IA, KS, KY, LA, MI, MN, MS, MO, NE, ND, OH, OK, SD, TN, TX, WI</td> </tr> <tr> <td>Eastern Area Distribution Center P.O. Box 85074 Richmond, VA 23261-5074</td> <td>CT, DE, DC, FL, GA, ME, MD, MA, NH, NJ, NY, NC, PA, RI, SC, VT, VA, WV</td> </tr> </table> <p>If you live in any other location, see your income tax package for the address.</p>	<i>Address</i>	<i>States (abbreviated)</i>	Western Area Distribution Center Rancho Cordova, CA 95743-0001	AK, AZ, CA, CO, HI, ID, MT, NV, NM, OR, UT, WA, WY, Guam, Northern Marianas, American Samoa	Central Area Distribution Center P.O. Box 8903 Bloomington, IL 61702-8903	AL, AR, IL, IN, IA, KS, KY, LA, MI, MN, MS, MO, NE, ND, OH, OK, SD, TN, TX, WI	Eastern Area Distribution Center P.O. Box 85074 Richmond, VA 23261-5074	CT, DE, DC, FL, GA, ME, MD, MA, NH, NJ, NY, NC, PA, RI, SC, VT, VA, WV
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Eastern Area Distribution Center P.O. Box 85074 Richmond, VA 23261-5074	CT, DE, DC, FL, GA, ME, MD, MA, NH, NJ, NY, NC, PA, RI, SC, VT, VA, WV									
• Forms and publications	▶ The post office is a good source of the most common forms and schedules. The library stocks a wider variety of forms and some publications that you may photocopy. It may also have a CD-ROM from which you can view or print items. The CD contains forms from 1991 to the present and publications from 1994 to the present.									
• By visiting your local post office or library	• Forms and publications	▶ Use the Internet— World Wide Web — http://www.irs.ustreas.gov Telnet — irs.irs.ustreas.gov FTP — ftp.irs.ustreas.gov <i>TIP:</i> If you subscribe to an on-line service, ask your provider how to best access IRS information.								
	• Educational materials • IRS press releases and fact sheets • Tele-Tax topics • Answers to frequently asked questions	▶ Access the Internal Revenue Information Services bulletin board at 703-321-8020 (not toll-free). <i>TIP:</i> If you're a new user, you may want to read the on-line help first.								
• With a computer and modem	• Forms and other information	▶ Dial 703-487-4160 (not toll-free) from your fax machine to reach IRS Tax Fax. You can request up to 3 items during each call. This fax program provides 100 of the most popular forms and instructions (not publications), as well as other information, 24 hours a day, seven days a week.								
	• Tele-Tax topics	▶ See your income tax package for a list of Tele-Tax topics.								
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