LBA PROFESSIONAL DEVELOPMENT WORKSHOPS

LBA

How to Audit Your IRAs, HSAs and CESAs

July 26, 2017 ▪ 9:00am - 4:00pm
The Bankers Center ▪ Baton Rouge

This all day class is a "hands on" approach to checking and auditing your IRA, CESA and HSA files. We will check all your new account opening procedures and set up a methodology to check all your remaining files. We will also audit at least one 70 ½ file of your customer and a deceased customer account. During this program we will look at common errors in reporting and how to correct them. This is a must program for every bank that has IRA accounts.

What you will learn:

- Required IRA, HSA and CESA paperwork and documentation to open an account
- Required IRA, HSA and CESA paperwork and documentation to distribute from an account
- IRS reporting and how to make corrections on IRS reporting
- Product documents and TISA requirements for IRAs, HSAs and CESAs
- Your job as a withholding agent for IRAs
- 70 ½ distributions and inherited IRA distributions
- Correcting Excess contributions on these products
- What products and reporting that can be combined and what cannot be combined
- Unraveling transfer and rollover errors
- And much much more….

What you should bring

Please bring the following to class: all IRA, HSA and CESA documents including copies of time deposits and Truth In Savings Disclosures. We will audit your opening documentation in class. One of your older files of a customer who is 70 ½ to use for audit purposes and a deceased customer file.

What you will receive

IRA Handbook, HSA Handbook , Audit Worksheets, Updated Compliance Calendar

Who Will Benefit

Auditors, IRA Administrators, Compliance Officers and other IRA, HSA coordinators and staff

Workshop Instructor

Deborah Crawford is the President of gettechnical, inc. a Baton Rouge-based firm, specializing in the education of banks and credit unions across the nation. Her 27+ years of banking and teaching experience began at Hibernia National Bank in New Orleans. She graduated from Louisiana State University with both her bachelor's and master's degrees. Deborah's specialty is in the deposit side of the financial institution where she teaches seminars on regulations, documentation, insurance and Individual Retirement Accounts.

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Registration Form

Registrant 1	**Registrant 2**
Mr./Mrs./Ms. ______________________	Mr./Mrs./Ms. ______________________
Bank______________________	Bank______________________
Email Address______________________	Email Address______________________
Branch Street Address______________________	Branch Street Address______________________
City, State, Zip______________________	City, State, Zip______________________
Phone______________________	Phone______________________
Fax______________________	Fax______________________

Payment Options

Registration Fee
$399, per LBA member
$599, per non-member

□ Check (Made payable to the Louisiana Bankers Association)

□ Visa □ MasterCard □ American Express

Card # ______________________ Expiration Date ______________________

Credit Card Billing address ______________________

Name on Card (Please Print) ______________________

Signature ______________________ Amount to be Charged on Card $______________

□ I am unable to attend. Please send me ________ copies of the manual for :
□ $250 (member fee) □ $550 (non-member fee)
(includes shipping and handling)
***Manuals will be shipped after the seminar.**

□ This training will be covered under SBET (Small Business Employee Training Program). Please provide an email address on the line below to receive the necessary documentation for reimbursement:

____

*** Please Note: Manuals not eligible for SBET funding.**

Location

The Bankers Center
5555 Bankers Avenue
Baton Rouge, LA 70808
225-387-3282

Agenda

8:45 a.m.	Registration
9:00 a.m.	Program Begins
12:00 p.m.	Lunch
4:00 p.m.	Program Adjourns

Registration Fee

$399, per LBA member
$599, per non-member

Cancellation Policy

Due to commitments we must make to secure a class, we need your help. If you must cancel your registration, please do so at least 3 business days prior to the seminar date to avoid a $200 cancellation fee. Any registrant who does not cancel will be billed the full registration fee and sent the manual. Substitutions are welcome at no additional charge.

Hotel Information

Residence Inn by Marriott - Towne Center at Cedar Lodge
7061 Commerce Circle, Baton Rouge, LA 70809
For reservations, call **(225) 925-9100** and ask for the "Louisiana Bankers Association special room rate of **$122**."

Submit registration and view rosters in the Education Section of LBA's Website, www.lba.org.