

MEMO# 4256

November 16, 1992

INSTITUTE WORKSHOPS ON 20 PERCENT PENSION WITHHOLDING REQUIREMENT

November 16, 1992 TO: MEMBERS - ONE PER COMPLEX NO. 40-92 TAX MEMBERS NO. 75-92 PENSION MEMBERS NO. 32-92 OPERATIONS MEMBERS NO. 46-92 ACCOUNTING/TREASURERS MEMBERS NO. 42-92 TRANSFER AGENT ADVISORY COMMITTEE NO. 70-92 RE: INSTITUTE WORKSHOPS ON 20 PERCENT PENSION WITHHOLDING REQUIREMENT _____

The Institute is sponsoring two special half-day workshops on the new 20 percent pension withholding requirement which goes into effect on January 1, 1993. The first workshop is scheduled for San Francisco on December 8th. The second will be held in Washington, D.C. on December 11th. The workshops, which will be conducted in a roundtable format with industry experts, will cover a number of practical and operational issues relating to the implementation of the new requirements. Issues covered will include the definition of "eligible rollover distributions", the notice requirement, procedures for accomplishing a direct rollover, withholding procedures, the deposit of withheld taxes and tax reporting requirements. A substantial period of time will be allocated to questions and answers. The San Francisco workshop will be held at the Sheraton Palace Hotel, 2 New Montgomery Street, San Francisco, California, 415-546-5000. The room rate is \$160.00 per night single or double occupancy. The Washington, D.C. workshop will be held at the Mayflower Hotel, 1127 Connecticut Avenue, Washington, D.C., 202-347-3000. The room rate is \$140.00 per night single or double occupancy. To register for one of these workshops, please complete the attached registration form and return it to the Institute as soon as possible. Please note that attendance at this conference is limited to Institute members and organizations maintaining a business relationship with Institute members. We look forward to seeing you in December. Kathy D. Ireland Associate Counsel - Pension Attachment REGISTRATION FORM INVESTMENT COMPANY INSTITUTE WORKSHOP ON 20 PERCENT PENSION

WITHHOLDING LOCATION AND DATE: (Please indicate which meeting you plan to attend):
___ December 8, 1992, 9:30 am ___ December 11, 1992, 9:30 am Sheraton Palace Hotel
The Mayflower Hotel 2 New Montgomery Street 1127 Connecticut Ave., NW San Francisco,
CA 94105 Washington, DC 20036 415-546-5000 202-347-3000 PLEASE TYPE OR PRINT -
NAME(S) AND TITLE(S) Name of Company Address City, State, Zip Relationship to Institute: *
* Non-members, state the ICI member company and your specific business affiliation.
REGISTRATION FEE: _____ \$50.00 for Institute Member _____ \$75.00 for Non-Member \$ _____
Total Fees (check enclosed) Please make check payable to the Investment Company
Institute. Return to: Conference Administrator Investment Company Institute 1600 M Street,
N.W. Washington, D.C. 20036 Please contact the hotel directly to make your room
reservations.

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