

MEMO# 4292

December 1, 1992

REMINDER - SAN FRANCISCO WORKSHOP ON 20 PERCENT WITHHOLDING

December 1, 1992 TO: MEMBERS - ONE PER COMPLEX NO. 44-92 TAX COMMITTEE NO. 44-92 PENSION COMMITTEE NO. 42-92 OPERATIONS COMMITTEE NO. 35-92 TRANSFER AGENT ADVISORY COMMITTEE NO. 73-92 RE: REMINDER - SAN FRANCISCO WORKSHOP ON 20 PERCENT WITHHOLDING _____ Next week the Institute will sponsor a special half-day workshop on the new 20 percent pension withholding requirement which goes into effect on January 1, 1993. The San Francisco workshop is scheduled for December 8th and will be held at the Sheraton Palace Hotel, 2 New Montgomery Street, San Francisco, CA, 415-546-5000. The room rate is \$160.00 per night single or double occupancy--please identify yourself as an attendee of the ICI workshop. The workshop, 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. If you are unable to attend this workshop on the 8th, another half-day workshop is scheduled in Washington, DC on December 11th. To attend the Washington, DC workshop, please contact the Institute at 202-955-3508 for further details. Due to time constraints, please complete the attached registration form and fax it to the Institute as soon as possible, if you plan to attend this workshop. Payment will be accepted in San Francisco. We look forward to seeing you next week. Kathy D. Ireland Associate Counsel - Pension Attachment