

Form 5500-SF

Department of the Treasury Internal Revenue Service

Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation

Short Form Annual Return/Report of Small Employee Benefit Plan

This form is required to be filed under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA), and sections 6057(b) and 6058(a) of the Internal Revenue Code (the Code).

Complete all entries in accordance with the instructions to the Form 5500-SF.

OMB Nos. 1210-0110 1210-0089

2024

This Form is Open to Public Inspection

Part I Annual Report Identification Information

For calendar plan year 2024 or fiscal plan year beginning 01/01/2024 and ending 12/31/2024

- A This return/report is for: [X] a single-employer plan [ ] a multiple-employer plan (not multiemployer) (Pension Plan filers checking this box must attach Schedule MEP. Other plans must attach a list of participating employer information in accordance with the form instructions.)
B This return/report is [ ] the first return/report [ ] the final return/report [ ] an amended return/report [ ] a short plan year return/report (less than 12 months)
C Check box if filing under: [ ] Form 5558 [ ] automatic extension [ ] DFVC program [X] special extension (enter description) SEE ATTACHMENT
D If the plan is a collectively-bargained plan, check here [ ]
E If this is a retroactively adopted plan permitted by SECURE Act section 201, check here [ ]

Part II Basic Plan Information—enter all requested information

1a Name of plan NEXGEN HVAC SERVICES 401(K) PROFIT SHARING PLAN
1b Three-digit plan number (PN) 001
1c Effective date of plan 09/01/2019
2a Plan sponsor's name (employer, if for a single-employer plan) Mailing address (include room, apt., suite no. and street, or P.O. Box) City or town, state or province, country, and ZIP or foreign postal code (if foreign, see instructions) NEXGEN HVAC SERVICES, LLC NEXGEN HVAC SERVICES 1333 AZALEA GARDEN RD STE A NORFOLK, VA 23502-1933
2b Employer Identification Number (EIN) 47-5595343
2c Sponsor's telephone number 757-943-7809
2d Business code (see instructions) 238220
3a Plan administrator's name and address [X] Same as Plan Sponsor.
3b Administrator's EIN
3c Administrator's telephone number
4 If the name and/or EIN of the plan sponsor or the plan name has changed since the last return/report filed for this plan, enter the plan sponsor's name, EIN, the plan name and the plan number from the last return/report.
4b EIN
4d PN
5a Total number of participants at the beginning of the plan year 13
5b Total number of participants at the end of the plan year 16
5c(1) Number of participants with account balances as of the beginning of the plan year (only defined contribution plans complete this item) 13
5c(2) Number of participants with account balances as of the end of the plan year (only defined contribution plans complete this item) 13
5d(1) Total number of active participants at the beginning of the plan year 13
5d(2) Total number of active participants at the end of the plan year 13
5e Number of participants who terminated employment during the plan year with accrued benefits that were less than 100% vested 0

Caution: A penalty for the late or incomplete filing of this return/report will be assessed unless reasonable cause is established. Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including, if applicable, a Schedule SB or Schedule MB completed and signed by an enrolled actuary, as well as the electronic version of this return/report, and to the best of my knowledge and belief, it is true, correct, and complete.

Table with 4 columns: SIGN HERE, Signature of plan administrator, Date, Enter name of individual signing as plan administrator. Row 1: Filed with authorized/valid electronic signature, 10/13/2025, GREG STOCKBURGER. Row 2: Signature of employer/plan sponsor, Date, Enter name of individual signing as employer or plan sponsor.

- 6a** Were all of the plan's assets during the plan year invested in eligible assets? (See instructions.) .....  Yes  No
- b** Are you claiming a waiver of the annual examination and report of an independent qualified public accountant (IQPA) under 29 CFR 2520.104-46? (See instructions on waiver eligibility and conditions.) .....  Yes  No
- If you answered "No" to either line 6a or line 6b, the plan cannot use Form 5500-SF and must instead use Form 5500.**
- c** If the plan is a defined benefit plan, is it covered under the PBGC insurance program (see ERISA section 4021)? .....  Yes  No  Not determined
- If "Yes" is checked, enter the My PAA confirmation number from the PBGC premium filing for this plan year \_\_\_\_\_ (See instructions.)

<b>Part III Financial Information</b>			
<b>7</b> Plan Assets and Liabilities		<b>(a) Beginning of Year</b>	<b>(b) End of Year</b>
<b>a</b> Total plan assets .....	<b>7a</b>	92442	123574
<b>b</b> Total plan liabilities .....	<b>7b</b>	0	0
<b>c</b> Net plan assets (subtract line 7b from line 7a) .....	<b>7c</b>	92442	123574
<b>8</b> Income, Expenses, and Transfers for this Plan Year		<b>(a) Amount</b>	<b>(b) Total</b>
<b>a</b> Contributions received or receivable from:			
<b>(1)</b> Employers .....	<b>8a(1)</b>	3836	
<b>(2)</b> Participants .....	<b>8a(2)</b>	5356	
<b>(3)</b> Others (including rollovers) .....	<b>8a(3)</b>	0	
<b>b</b> Other income (loss) .....	<b>8b</b>	1802	
<b>c</b> Total income (add lines 8a(1), 8a(2), 8a(3), and 8b) .....	<b>8c</b>		10994
<b>d</b> Benefits paid (including direct rollovers and insurance premiums to provide benefits) .....	<b>8d</b>		
<b>e</b> Certain deemed and/or corrective distributions (see instructions) .	<b>8e</b>	0	
<b>f</b> Administrative service providers (salaries, fees, commissions) .....	<b>8f</b>	271	
<b>g</b> Other expenses .....	<b>8g</b>	0	
<b>h</b> Total expenses (add lines 8d, 8e, 8f, and 8g) .....	<b>8h</b>		271
<b>i</b> Net income (loss) (subtract line 8h from line 8c) .....	<b>8i</b>		10723
<b>j</b> Transfers to (from) the plan (see instructions) .....	<b>8j</b>	20409	

<b>Part IV Plan Characteristics</b>	
<b>9a</b>	If the plan provides pension benefits, enter the applicable pension feature codes from the List of Plan Characteristic Codes in the instructions: 2E 2J 2K 2F 2G 3D 2T
<b>b</b>	If the plan provides welfare benefits, enter the applicable welfare feature codes from the List of Plan Characteristic Codes in the instructions:

<b>Part V Compliance Questions</b>				
<b>10</b> During the plan year:		<b>Yes</b>	<b>No</b>	<b>Amount</b>
<b>a</b> Was there a failure to transmit to the plan any participant contributions within the time period described in 29 CFR 2510.3-102? Continue to answer "Yes" for any prior year failures until fully corrected. (See instructions and DOL's Voluntary Fiduciary Correction Program) .....	<b>10a</b>		X	
<b>b</b> Were there any nonexempt transactions with any party-in-interest? (Do not include transactions reported on line 10a.) .....	<b>10b</b>		X	
<b>c</b> Was the plan covered by a fidelity bond? .....	<b>10c</b>		X	
<b>d</b> Did the plan have a loss, whether or not reimbursed by the plan's fidelity bond, that was caused by fraud or dishonesty? .....	<b>10d</b>		X	
<b>e</b> Were any fees or commissions paid to any brokers, agents, or other persons by an insurance carrier, insurance service, or other organization that provides some or all of the benefits under the plan? (See instructions.) .....	<b>10e</b>		X	
<b>f</b> Has the plan failed to provide any benefit when due under the plan? .....	<b>10f</b>		X	
<b>g</b> Did the plan have any participant loans? (If "Yes," enter amount as of year-end.) .....	<b>10g</b>	X		15197
<b>h</b> If this is an individual account plan, was there a blackout period? (See instructions and 29 CFR 2520.101-3.) .....	<b>10h</b>		X	
<b>i</b> If 10h was answered "Yes," check the box if you either provided the required notice or one of the exceptions to providing the notice applied under 29 CFR 2520.101-3 .....	<b>10i</b>			

**Part VI Pension Funding Compliance**

**11** Is this a defined benefit plan subject to minimum funding requirements? (If "Yes," see instructions and complete Schedule SB (Form 5500) and lines 11a and b below.) If this is a defined contribution pension plan, leave line 11 blank and complete line 12 below.  Yes  No

**a** Enter the unpaid minimum required contributions for all years from Schedule SB (Form 5500) line 40 **11a**

**b PBGC missed contribution reporting requirements.** If the plan is covered by PBGC and the amount reported on line 11a is greater than \$0, has PBGC been notified as required by ERISA sections 4043(c)(5) and/or 303(k)(4)? Check the applicable box:

Yes.

No. Reporting was waived under 29 CFR 4043.25(c)(2) because contributions equal to or exceeding the unpaid minimum required contribution were made by the 30th day after the due date.

No. The 30-day period referenced in 29 CFR 4043.25(c)(2) has not yet ended, and the sponsor intends to make a contribution equal to or exceeding the unpaid minimum required contribution by the 30th day after the due date.

No. Other. Provide explanation \_\_\_\_\_

**12** Is this a defined contribution plan subject to the minimum funding requirements of section 412 of the Code or section 302 of ERISA? (If "Yes," complete line 12a or lines 12b, 12c, 12d, and 12e below, as applicable.) If this is a defined benefit pension plan, leave line 12 blank and complete line 11 above.  Yes  No

**a** If a waiver of the minimum funding standard for a prior year is being amortized in this plan year, see instructions, and enter the date of the letter ruling granting the waiver. Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**If you completed line 12a, complete lines 3, 9, and 10 of Schedule MB (Form 5500), and skip to line 13.**

**b** Enter the minimum required contribution for this plan year **12b**

**c** Enter the amount contributed by the employer to the plan for this plan year **12c**

**d** Subtract the amount in line 12c from the amount in line 12b. Enter the result (enter a minus sign to the left of a negative amount) **12d**

**e** Will the minimum funding amount reported on line 12d be met by the funding deadline?  Yes  No  N/A

**Part VII Plan Terminations and Transfers of Assets**

**13a** Has a resolution to terminate the plan been adopted in any plan year?  Yes  No

**a** If "Yes," enter the amount of any plan assets that reverted to the employer this year. **13a**

**b** Were all the plan assets distributed to participants or beneficiaries, transferred to another plan, or brought under the control of the PBGC?  Yes  No

**c** If, during this plan year, any assets or liabilities were transferred from this plan to another plan(s), identify the plan(s) to which assets or liabilities were transferred. (See instructions.)

13c(1) Name of plan(s):	13c(2) EIN(s)	13c(3) PN(s)

**Part VIII IRS Compliance Questions**

**14a** Does the plan satisfy the coverage and nondiscrimination tests of Code sections 410(b) and 401(a)(4) by combining this plan with any other plans under the permissive aggregation rules?  Yes  No

**14b** If this is a Code section 401(k) plan, check all boxes that apply to indicate how the plan is intended to satisfy the nondiscrimination requirements for employee deferrals and employer matching contributions (as applicable) under Code sections 401(k)(3) and 401(m)(2).

- Design-based safe harbor method
- "Prior year" ADP test
- "Current year" ADP test
- N/A

**15** If the plan sponsor is an adopter of a pre-approved plan that received a favorable IRS Opinion Letter, enter the date of the Opinion Letter 06 / 30 / 2020 (MM/DD/YYYY) and the Opinion Letter serial number Q704091A.

AUTOMATIC DATA PROCESSING, INC.  
 ADP RETIREMENT SERVICES  
 71 HANOVER ROAD  
 MAILSTOP 580  
 FLORHAM PARK, NJ 07932

# EXECUTIVE SUMMARY STATEMENT

## Plan Totals for 076568

For the period December 1, 2024 - December 31, 2024

Participant Count:		Period Activity from 12/01/2024 to 12/31/2024:	
Total Participants	16	New Enrollments	0
Actives w/Balance	13	Terminated/Paid Out	0
Terminated w/Balance	0	Installments	0
Others w/No Balance	3	Disbursement/Other	0
		Loan Issues	0

\*\* - PLAN TOTALS - \*\*

NEXGEN HVAC SERVICES  
 GREG STOCKBURGER  
 1333-A AZALEA GARDEN ROAD  
 NORFOLK, VA 23502

### Loans as of 12/31/2024

Number Active Loans	3
Outstanding Balance	\$15,197.28

## Your Plan At A Glance

As of December 31, 2024

	This Period	Year to Date
<b>Beginning Balance</b>	<b>123,850.18</b>	<b>0.00</b>
Conversion In/Misc In	0.00	101,999.43
Contributions	2,828.30	9,192.00
Dividends and Earnings	2,129.98	2,315.65
Market Value Change	-5,312.82	-1,801.82
Loan Repayment	418.10	1,236.75
New Loan	0.00	-4,294.00
Loan Transfer	0.00	16,107.02
Loan Principal Payment	-301.92	-909.74
Fees	-37.71	-271.18
<b>Total Ending Balance</b>	<b>123,574.11</b>	<b>123,574.11</b>
<b>Outstanding Loan Balance</b>	<b>15,197.28</b>	
<b>Balance w/o Loan</b>	<b>108,376.83</b>	
<b>Vested Balance</b>	<b>122,401.15</b>	

This statement includes contributions through payroll date 12/13/2024. While the market value change was negative this period, keep in mind that you are investing for the long term. Market volatility is to be expected.

## Current Asset Allocation

	Plan Allocation As of December 31, 2024		Investment Type
Loans	\$0.00	0.00%	Income
	\$108,376.83	87.70%	Growth & Income
	\$0.00	0.00%	Growth
	\$0.00	0.00%	Aggressive Growth
Growth & Income	\$15,197.28	12.30%	Loans
	<b>\$123,574.11</b>		<b>Total</b>

\*\* - PLAN TOTALS - \*\*



**Asset Allocation Details**

Investments	Account Allocation As of December 31, 2024	
<b>Income</b>	<b>\$0.00</b>	<b>0.00%</b>
Invesco Stable Asset - ADP Z	\$0.00	0.00%
Vanguard Intermediate Term Bond Index Fu	\$0.00	0.00%
BlackRock Total Return Fund - K	\$0.00	0.00%
BlackRock High Yield Portfolio - K	\$0.00	0.00%
Goldman Sachs Inflation Protec Sec - R6	\$0.00	0.00%
Fidelity Inflation-Protected Bond Index	\$0.00	0.00%
<b>Growth &amp; Income</b>	<b>\$108,376.83</b>	<b>87.70%</b>
Fidelity Freedom Index Income - Premier	\$0.00	0.00%
Fidelity Freedom Index 2010 - Premier	\$0.00	0.00%
Fidelity Freedom Index 2015 - Premier	\$0.00	0.00%
Fidelity Freedom Index 2020 - Premier	\$0.00	0.00%
Fidelity Freedom Index 2025 - Premier	\$0.00	0.00%
Fidelity Freedom Index 2030 - Premier	\$0.00	0.00%
Fidelity Freedom Index 2035 - Premier	\$0.00	0.00%
Fidelity Freedom Index 2040 - Premier	\$0.00	0.00%
Fidelity Freedom Index 2045 - Premier	\$27,918.26	22.59%
Fidelity Freedom Index 2050 - Premier	\$44,082.46	35.67%
Fidelity Freedom Index 2055 - Premier	\$32,435.40	26.25%
Fidelity Freedom Index 2060 - Premier	\$2,663.10	2.16%
Fidelity Freedom Index 2065 - Premier	\$1,277.61	1.03%
MFS Total Return Fund - R6	\$0.00	0.00%
Fidelity Freedom Index 2060 - Premier II	\$0.00	0.00%
Fidelity Freedom Index 2025 - Premier II	\$0.00	0.00%
Fidelity Freedom Index 2040 - Premier II	\$0.00	0.00%
Fidelity Freedom Index 2015 - Premier II	\$0.00	0.00%
Fidelity Freedom Index 2070 - Premier II	\$0.00	0.00%
Fidelity Freedom Index 2050 - Premier II	\$0.00	0.00%
Fidelity Freedom Index 2020 - Premier II	\$0.00	0.00%
Fidelity Freedom Index 2010 - Premier II	\$0.00	0.00%
Fidelity Freedom Index 2045 - Premier II	\$0.00	0.00%
Fidelity Freedom Index 2055 - Premier II	\$0.00	0.00%
Fidelity Freedom Index 2065 - Premier II	\$0.00	0.00%
Fidelity Freedom Index 2030 - Premier II	\$0.00	0.00%
Fidelity Freedom Index 2035 - Premier II	\$0.00	0.00%
Fidelity Freedom Index Inc - Premier II	\$0.00	0.00%
<b>Growth</b>	<b>\$0.00</b>	<b>0.00%</b>
JPMorgan Equity Income Fund - R6	\$0.00	0.00%
State Street Equity 500 Index Fund - K	\$0.00	0.00%
T. Rowe Price Dividend Growth Fund - I	\$0.00	0.00%
American Funds Growth Fund of America R6	\$0.00	0.00%
Vanguard Mid-Cap Index Fd - Admiral	\$0.00	0.00%
<b>Aggressive Growth</b>	<b>\$0.00</b>	<b>0.00%</b>
Vanguard Small Cap Value Index Fd - Adm	\$0.00	0.00%
Nuveen Small Cap Blend Index Fund - R6	\$0.00	0.00%
Vanguard Small Cap Index Fund - Admiral	\$0.00	0.00%
Janus Henderson Triton Fund - N	\$0.00	0.00%
iShares MSCI EAFE International Index K	\$0.00	0.00%
T. Rowe Price Overseas Stock Fund - I	\$0.00	0.00%
Vanguard Emerging Markets Stk Idx - Adm	\$0.00	0.00%
Principal Real Estate Securities - R6	\$0.00	0.00%
DFA Commodity Strategy Portfolio - Inst	\$0.00	0.00%
<b>Loans</b>	<b>\$15,197.28</b>	<b>12.30%</b>
Loan Fund	\$15,197.28	12.30%
<b>Total</b>	<b>\$123,574.11</b>	

**Performance**

There are different risks associated with investments. All registered investment options are available by prospectus only. Since Collective Investment Trust funds are exempt from SEC registration and are not publicly traded, a prospectus is not available. All investments involve risk, including loss of principal, and there is no guarantee of profits. Investors should carefully consider their objectives, risk tolerance, and time horizon before investing. There is no assurance that any fund will meet its stated objective.

Fund Prospectuses and associated performance information can be found at [www.mykplan.com](http://www.mykplan.com) in "Investment Performance and Information" under the "Investments" menu. You can also find Benchmark information for each investment in the Participant Fee Disclosure located in "Plan Details and Disclosures" under the "Plan Information" menu.

**Investment Summary**

	Fidelity Freedom Index 2045 Fund - Premier	Fidelity Freedom Index 2050 Fund - Premier	Fidelity Freedom Index 2055 Fund - Premier	Fidelity Freedom Index 2060 Fund - Premier	Fidelity Freedom Index 2065 Fund - Premier
<b>Beg. Price</b>	<b>\$27.220000</b>	<b>\$27.260000</b>	<b>\$22.430000</b>	<b>\$19.010000</b>	<b>\$15.370000</b>
<b>Beg. Units/Shares</b>	1,018.8408	1,618.6423	1,461.9212	129.8569	80.3168
<b>Beg. Balance</b>	<b>27,732.85</b>	<b>44,124.19</b>	<b>32,790.89</b>	<b>2,468.58</b>	<b>1,234.47</b>
Contributions	1,016.59	854.10	602.82	273.49	81.30
Dividends and Earnings	553.25	868.98	632.51	51.20	24.04
Market Value Change	-1,374.71	-2,167.56	-1,579.54	-129.25	-61.76
Loan Repayment	0.00	418.10	0.00	0.00	0.00
Loan Principal Payment	0.00	0.00	0.00	0.00	0.00
Transfers	0.00	0.00	0.00	0.00	0.00
Plan Administrative Fee	-9.72	-15.35	-11.28	-0.92	-0.44
<b>Ending Balance</b>	<b>27,918.26</b>	<b>44,082.46</b>	<b>32,435.40</b>	<b>2,663.10</b>	<b>1,277.61</b>
<b>Ending Price</b>	<b>\$25.920000</b>	<b>\$25.960000</b>	<b>\$21.370000</b>	<b>\$18.110000</b>	<b>\$14.650000</b>
<b>End. Units/Shares</b>	1,077.0933	1,698.0917	1,517.8007	147.0514	87.2089

**Investment Summary**

Continued

	Loan Fund	Totals
<b>Beg. Price</b>	<b>\$0.000000</b>	
<b>Beg. Units/Shares</b>	0.0000	
<b>Beg. Balance</b>	<b>15,499.20</b>	<b>123,850.18</b>
Contributions	0.00	2,828.30
Dividends and Earnings	0.00	2,129.98
Market Value Change	0.00	-5,312.82
Loan Repayment	0.00	418.10
Loan Principal Payment	-301.92	-301.92
Transfers	0.00	0.00
Plan Administrative Fee	0.00	-37.71
<b>Ending Balance</b>	<b>15,197.28</b>	<b>123,574.11</b>
<b>Ending Price</b>	<b>\$0.000000</b>	
<b>End. Units/Shares</b>	0.0000	

**Contribution Summary**

Activity By Money Source	Employee Before-Tax	Employee Roth 401k	Rollover	Roth 401k Rollover Unrelated	Employer Match w/vesting
<b>Beginning Balance</b>	<b>69,492.15</b>	<b>742.08</b>	<b>1,732.42</b>	<b>5,367.98</b>	<b>2,730.95</b>
Contributions	1,322.57	347.08	0.00	0.00	1,158.65
Dividends and Earnings	1,102.19	20.93	33.20	102.76	72.80
Market Value Change	-2,748.83	-52.26	-82.71	-256.20	-182.06
Loan Repayment	374.54	0.00	0.00	0.00	1.64
Loan Principal Payment	-275.09	0.00	0.00	0.00	-1.00
Fees	-19.50	-0.37	-0.59	-1.82	-1.27
<b>Ending Balance</b>	<b>69,248.03</b>	<b>1,057.46</b>	<b>1,682.32</b>	<b>5,212.72</b>	<b>3,779.71</b>
<b>Outstand Loan Bal</b>	<b>13,162.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>75.77</b>
<b>Balance w/o Loan</b>	<b>56,085.95</b>	<b>1,057.46</b>	<b>1,682.32</b>	<b>5,212.72</b>	<b>3,703.94</b>
<b>Vested Balance</b>	<b>69,248.03</b>	<b>1,057.46</b>	<b>1,682.32</b>	<b>5,212.72</b>	<b>2,606.75</b>
<b>YTD Contributions</b>	<b>4,283.65</b>	<b>1,072.54</b>	<b>0.00</b>	<b>0.00</b>	<b>3,835.81</b>

**Contribution Summary**

Continued

Activity By Money Source	Safe Harbor Match	Total
<b>Beginning Balance</b>	<b>43,784.60</b>	<b>123,850.18</b>
Contributions	0.00	2,828.30
Dividends and Earnings	798.10	2,129.98
Market Value Change	-1,990.76	-5,312.82
Loan Repayment	41.92	418.10
Loan Principal Payment	-25.83	-301.92
Fees	-14.16	-37.71
<b>Ending Balance</b>	<b>42,593.87</b>	<b>123,574.11</b>
<b>Outstand Loan Bal</b>	<b>1,959.43</b>	<b>15,197.28</b>
<b>Balance w/o Loan</b>	<b>40,634.44</b>	<b>108,376.83</b>
<b>Vested Balance</b>	<b>42,593.87</b>	<b>122,401.15</b>
<b>YTD Contributions</b>	<b>0.00</b>	<b>9,192.00</b>

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Plan administrative fees are fees for services rendered to the plan such as legal, consulting, audit, accounting and recordkeeping services.



10/13/2025

**Reasonable Cause Statement – Form 5500-SF (Plan Year 2024)**

**Plan:** NexGen HVAC Services 401(k) Profit Sharing Plan (PN 001)

**Sponsor EIN:** 47-5595343

We are filing close to the deadline due to temporary, unanticipated administrative constraints:

- Our plan administrator (the undersigned) was out on paternity leave during critical preparation weeks.
- There was no alternate internal staff with the credentials/knowledge to complete the filing, and we believed the task was being handled externally.
- Our company changed 401(k) providers twice within 12 months, which caused delays obtaining and reconciling year-end asset data across custodians.

As soon as we became aware that the filing was not completed, we gathered the required statements from both providers, reconciled plan assets, and submitted the 5500-SF promptly.

Preventive steps in place going forward:

1. Assigned a backup plan administrator and created a written 5500 calendar with responsibilities and deadlines.
2. Implemented a two-provider data checklist (conversion, transfers, loan balances, fees) with earlier cutoff dates.
3. Added automated calendar reminders (30/60/90-day) and a year-end data request to the recordkeeper.
4. Engaged our payroll/recordkeeper contacts for pre-populated 5500 data and quarterly variance reviews.

We respectfully request that this close to late-filing warning be excused based on the above reasonable cause and our corrective actions.

Gregory Stockburger  
*VP (benefits administrator) – NexGen HVAC Services*

*Gregory Stockburger*