



FIDUCIARY ASSISTANT[®]

Retirement plans come with numerous administrative tasks and tedious details, not to mention fiduciary liability, but we can help. Let us take on some or all of your retirement responsibilities and liability, depending on the level of service you choose.

| 3(16) PLAN ADMINISTRATOR RESPONSIBILITY | SILVER | GOLD | DIAMOND |
|---|----------------|----------------|---------|
| Plan Operational Oversight | | | |
| • Interpret plan document provisions and apply to agreed upon plan operations | ✓ | ✓ | ✓ |
| • Provide assistance to participants and plan sponsor on plan transactions and plan-related questions | ✓ | ✓ | ✓ |
| • Respond to and act accordingly on recordkeeper notifications | ✓ | ✓ | ✓ |
| • Prepare, review, approve, and assure timely delivery of the plan's ERISA-required notices and disclosures | ✓ | ✓ | ✓ |
| • Scheduled quarterly review of deposits made for compliance with DOL timing requirements, advise plan sponsor of untimely remittances, and recommend steps for corrective action | ✓ | ✓ | ✓ |
| • Receive, review, approve, and retain loan requests | ✓ | ✓ | ✓ |
| • Communicate to plan sponsor the initiation of loan repayment payroll deductions | ✓ | ✓ | ✓ |
| • Monitor delinquent loans, cure period, deemed distribution requirements, and authorize taxation | ✓ | ✓ | ✓ |
| • Receive, review, approve, and retain distribution requests | ✓ | ✓ | ✓ |
| • Review for required minimum distributions, and perform approval and processing | ✓ | ✓ | ✓ |
| • Receive, review, retain, and determine the qualified status of domestic relations orders (QDRO) | ✓ | ✓ | ✓ |
| • Receive, review, approve, and retain hardship distribution requests | ✓ | ✓ | ✓ |
| • Review testing results | ✓ | ✓ | ✓ |
| • Review, sign, retain, and verify timely submission of filings, e.g., Form 5500 Annual Report with applicable Schedules, Form 5558 extension, Form 5330, and Form 8955-SSA | ✓ | ✓ | ✓ |
| • Share plan information with recordkeeper, auditor, and other service providers | ✓ | ✓ | ✓ |
| Data Integrity Audit | | | |
| • Audit payroll data each pay period for errors in Census data, contributions, loan processing, etc. | | ✓ | ✓ |
| • Send corrections of payroll data errors to appropriate service providers | | ✓ | ✓ |
| • Provide quarterly report documenting our actions in the plan | | ✓ | ✓ |
| • Determine and confirm employee eligibility | | ✓ | ✓ |
| Payroll Integration | | | |
| • Upload payroll contributions to the recordkeeper | additional fee | additional fee | ✓ |
| • Receive and implement employee data changes from the recordkeeper to the payroll system* | | | ✓ |
| • Auto-enrollment and auto-escalation integration with payroll | | | ✓ |
| • Install payroll according to the plan document, which means: | | | ✓ |
| • Accurate money sources are utilized | | | ✓ |
| • The definition of compensation is used correctly | | | ✓ |
| • Company contribution calculations are provided | | | ✓ |
| • Deferrals and matches are established properly | | | ✓ |
| • IRS and DOL audit representation while we are your 3(16) fiduciary | | | ✓ |

*Dependent on recordkeeper