

3(16) SERVICE LEVELS

Benefits of Plan Administrative Relief Services (PARS)

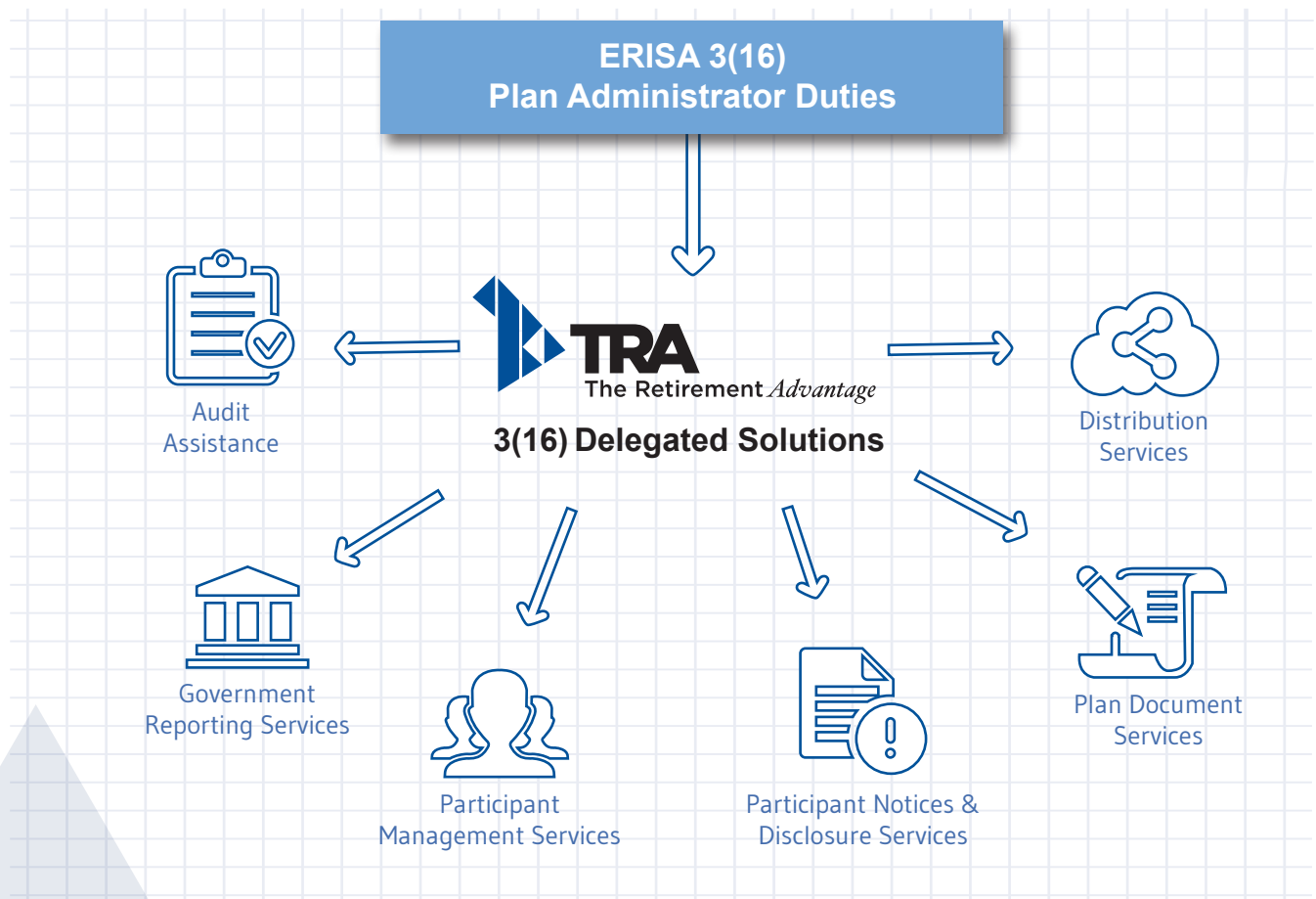
Maximize Fiduciary Protections

As an administrative service provider to your plan, The Retirement Advantage, Inc. (TRA) is in a unique position to assist you in embracing fiduciary responsibilities associated with sponsoring a 401(k) plan and help manage your risk by transferring some of the administrative tasks and the fiduciary liability associated with them to us.

Benefits of hiring a delegated 3(16) plan administrator

A delegated 3(16) plan administrator is an outsourced HR function that saves you time by relieving many of the day-to-day administrative burdens associated with sponsoring a plan. Including:

- ✓ Time savings
- ✓ Reduced liability
- ✓ Increased HR capacity
- ✓ Reduced audit risk



Note: Plan sponsors are always fiduciaries regardless of other named fiduciaries or anyone they delegate to assist with their fiduciary duties.

ADMINISTRATION AND COMPLIANCE SERVICES

	Standard TPA Services	3(16) Services
Custom plan design and consulting	✓	✓
Draft plan document and Summary Plan Description	✓	✓
Update plan document for IRS/DOL laws	✓	✓
Verify required annual employer contributions	✓	✓
Allocate year-end contributions and forfeitures	✓	✓
Complete year end required compliance testing	✓	✓
Prepare Form 5500	✓	✓
Prepare participant notices and disclosures	✓	✓
Interpret plan document		✓
Notify plan administrator of any observed plan irregularities		✓
Review fidelity bond for compliance with ERISA requirements		✓
Administer loan policy		✓
Approve corrective refunds		✓
Approve hardship withdrawals		✓
Approve in-service withdrawals		✓
Approve loans		✓
Approve qualified domestic relations order (QDRO)		✓
Approve required minimum distributions		✓
Approve separation of service distributions		✓
Monitor loan defaults		✓
Review suspension of deferrals for hardship withdrawals		✓
Determine eligibility *		✓
Review and upload vesting to plan providers		✓
Search for missing terminated participants <i>(as necessary)</i>		✓
Mail notices and disclosures to newly eligible employees		✓
Mail blackout notices to participants <i>(as necessary)</i>		✓
Mail annual notices and disclosures to eligible employees		✓
Sign and file Form 5500		✓
Sign and file Form 8955-ssa <i>(if applicable)</i>		✓
Review large plan Form 5500 and audit report <i>(if applicable)</i>		✓

* If using TRA approved payroll partner or client provides employee census on per payroll basis

* Blackout notices will be the responsibility of the company during the installation process

The
Advantage
 Is Yours



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