

## 3(16) Fiduciary Services

### MODULE 1 - ADMINISTRATIVE

#### Plan document

- Adopt and Maintain Plan Document
- Adopt amendments to comply regulatory and discretionary changes
- Interpret plan document

#### Nondiscrimination & Testing

- Authorize corrective action, refunds and/or distributions for nondiscrimination testing and annual limit failures
- Adopt amendments to correct nondiscrimination and coverage failures

#### Distribution, Loans & QDRO

- Receive and authorize participant distribution and loan requests
- Verify and authorize allowable amounts for distributions and loans
- Authorize (payroll provider) to remove loan payments from payroll
- Communicate with participants regarding distribution and loan issues, authorization and denials
- Receive proposed QDRO submissions and determine validity
- Advise parties of the receipt of proposed QDRO and provide copy of QDRO procedure
- Approve segregation QDRO balance and authorize distribution to alternate payee

#### Reporting and Other

- Sign government forms
- Monitor and Review Fidelity Bond

### MODULE 2 – ENROLLMENT, PAYROLL AND OTHER RELATED FUNCTIONS

- Determine eligibility
- Provide enrollment materials: enrollment forms, beneficiary designation and elections
- Receive, review and retain completed elections
- Provide completed elections to fundholders, payroll service, and Plan sponsors
- Review and ensure auto-enroll & auto-increase procedures
- Confirm salary deferrals and loan payments are properly reflected on pay date payroll reports
- Submit salary deferrals and loan payments
- Ensure timely remittance of salary deferrals and loan payments

### MODULE 3 - DISCLOSURES

- Provide participant statements directly to the participants
- Provide quarterly/annual notices to participants, including safe harbor, QDIA, investment disclosures for ERISA 404(c), 404(a)(5)
- Provide summary annual reports
- Provide Summary Plan Description and Summary of Material Modifications to participants
- Provide, if applicable, blackout notices, notice of diversification rights, 204(h) notices
- Locate Missing Participants.

# 3(16) Fiduciary Services – Fee Quote for: SAMPLE 3(16) PRICING

PLAN TYPE: 401(K)

INVESTMENT STRUCTURE: PLATFORM

# PAYROLLS: 26

## MODULE 1 – FEE ADMINISTRATIVE

- One Time Set Up Fee: \$500\*
- Quarterly Base Fee: \$125
- Per Participant Fee: None

### Withdrawal Approval:

- Termination Withdrawal: \$25
- Corrective Processing: \$25
- In-Service Withdrawal: \$25
- Hardship Withdrawal: \$35
- RMDs: \$35
- Loans: \$25

## MODULE 2 – ENROLLMENT, PAYROLL AND OTHER \*\*

(Access to payroll is required)

- One Time Set UP Fee: \$750\*
- Quarterly Base Fee: \$250
- Quarterly Per Participant Fee: \$1.50
  
- Contributions Submissions \$25 per\*\*\*

## MODULE 3 - DISCLOSURES

- One Time Set Up Fee: \$500
- Per Participant, Per Mailing: \$2.00 + postage
- Finding missing participants: \$8 per

\* Additional set up fee will be charged for changing payroll providers or recordkeeping platform

\*\* Requires direct access to payroll files

\*\*\* Requires files received in electronic format.