

3(16) Fiduciary Administration Services

Shift legal and operational burdens of the Plan Administrator role from your organization to ours.

Employers sponsoring retirement plans take on responsibilities to comply with strict IRS and DOL regulations. For many plan sponsors, the level of expertise and commitment to fulfill your responsibilities is an unwelcome burden of being the Plan's Administrator. That's where the Printers401k® 3(16) Fiduciary Administration Services can help.

The Printers401k® will accept the role of named "Plan Administrator," relieving you and your staff of the liability and burden of maintaining your retirement plan.

OUR SERVICES



*WE DON'T JUST HELP WITH THESE TASKS,
WE ARE RESPONSIBLE FOR THEM.*



Enrollment and Eligibility Services

- Plan Eligibility Determinations and Notifications
- Approval and Delivery of Participant Notices (as applicable), including Qualified Default Investment Alternative, Safe Harbor, Automatic Enrollment and Universal Availability notices, as well as the disclosures required under the Department of Labor Regulation 2550.404(a)5, the Summary Annual Report and Summary Plan Description
- Paperless Enrollment Services
- Beneficiary Designation Services
- Automatic Enrollment Administration
- Vesting Approval Services
- Paperless Loan Approval Services
- Paperless In-Service Withdrawal Approval Services
- Safe Harbor Hardship Withdrawal Approval Services
- Paperless Termination Distribution Approval Services
- Automatic Rollover Services

Compliance Testing Review and Reporting Services

- Non-discrimination Testing Review
- Department of Labor (DOL) and Internal Revenue Service (IRS) Audit Support
- Monitoring of applicable IRS limits
- Form 5500 (including applicable schedules) Responsibility (including signature and electronic filing and requests for filing extensions, if applicable)
- Form 8955-SSA (including signature and electronic filing and requests for filing extensions, if applicable)
- Annual Plan Review Report
- Provide Annual 408(b)2 fee disclosures
- Plan Document Compliance Services, including non-discretionary amendments
- Plan Operational Compliance Services, including contribution monitoring

Employer Contribution Review Services

- Matching Contribution Review Services
- Profit Sharing/Non-elective Contribution Review

To learn more about Printers401k® and the services we provide, please contact us today.

WWW.PRINTERS401K.COM 800-307-0376

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| Service | Standard TPA Service | Printers401k® 3(16) Fiduciary Administration Services | IRS/DOL Audit Focus |
|--|----------------------|---|---------------------|
| Custom plan design and consulting | Yes | Yes | |
| Draft plan document and Summary Plan Description | Yes | Yes | |
| Update plan document for IRS/DOL laws | Yes | Yes | |
| Verify required annual employer contributions | Yes | Yes | |
| Allocate year-end contributions and forfeitures | Yes | Yes | |
| Complete year-end required compliance training | Yes | Yes | Yes |
| Prepare participant notices and disclosures | Yes | Yes | Yes |
| Prepare form 5500 | | Yes | Yes |
| Sign and file form 5500 | | Yes | Yes |
| Interpret plan documents | | Yes | Yes |
| Assure plan operations is in compliance with the plan document | | Yes | Yes |
| Notify Plan Sponsor of any observed plan irregularities | | Yes | |
| Review fidelity bond for compliance with ERISA requirements | | Yes | |
| Administer plan's loan policy | | Yes | |
| Review and approve all loans | | Yes | Yes |
| Assure loans are repaid timely or issue 1099s | | Yes | Yes |
| Monitor Loan defaults | | Yes | |
| Approve Corrective refunds | | Yes | |
| Approve hardship withdrawals | | Yes | |
| Review suspension of deferrals for hardship withdrawals | | Yes | |
| Approve in-service distribution withdrawals | | Yes | |
| Approve hardship withdrawals | | Yes | |
| Approve separation of services distributions | | Yes | |
| Review and approve QDROs | | Yes | |
| Review enrollment materials | | Yes | |
| Determine eligibility throughout the plan year | | Yes | Yes |
| Determine vesting and distribution amounts | | Yes | |
| Monitor timely deposits of plan contributions | | Yes | Yes |
| Sign and file form 8955-SSA (if applicable) | | Yes | |
| Review large plan form 5500 and audit report (if applicable) | | Yes | |
| Coordinate large plan audit with the auditor | | Yes | |

Printers 401k® 3(16) Fiduciary Administration Services

Our objective is to ease the fiduciary burdens placed on you. Our focus is to deliver our expertise to your unique situation, supporting your efforts to provide a successful retirement plan for your business.