

# 3(16) Fiduciary Services

We offer 3(16) Fiduciary Services as an optional added service for our retirement plan clients. As the 3(16) plan administrator, we will assume responsibility for the day-to-day operations of the plan. This will include added monitoring processes, enhanced communications and less responsibility for plan sponsors. This is a great opportunity for our Plan Sponsors to enjoy reduced administrative burden and reduced risk with the assurance of our superior quality standards.

Features	3(16) Lite	3(16) Pro
Sign and file Form 5500, 5500-SF, 5500-EZ and/or Form 8955 SSA and related attachments	✓	✓
Maintain the fidelity bond (cost of bond will be invoiced to employer)	✓	✓
Automatically post the Summary Annual Report (SAR), Automatic Contribution Arrangement (ACA) Notice and Safe-Harbor (SH) Notice to the Sponsor portal	✓	✓
Distribution approvals		✓
Fiduciary liability for distributions & 5500		✓
Fiduciary Responsibility for Plan Document & Records	3(16) Lite	3(16) Pro
Adopt amendments necessary to comply with legislative changes or regulatory requirements		✓
Maintain signed copies of distribution forms, loan requests, Form 5500		✓
Provide access to Plan documents as required by ERISA		✓
Fiduciary Responsibility for Loan & Distribution Services	3(16) Lite	3(16) Pro
Administration of participant loans		✓
Administration of termination, retirement, hardship, or other permitted in-service withdrawals		✓
Provide access to loan and distribution documents as required by ERISA		✓
Fiduciary Responsibility for Preparing Participant Notices	3(16) Lite	3(16) Pro
Annual notice for plans with safe-harbor and/or automatic enrollment provisions		✓
Annual notice of investment options and qualified default investment alternative		✓
Quarterly/annual investment administrative fee disclosures under labor regulation 2550.404a-5		✓
Summary Annual Reports (SAR)		✓
Participant Statement of Accounts (if not provided by recordkeeper)		✓

# 3(16) Fiduciary Services

	3(16) Lite	3(16) Pro
Summary Plan Description (SPD)		✓
Summary of Material Modifications (SMM)		✓
Blackout notices, notices of diversification rights, if applicable		✓
Fiduciary Responsibility for Annual & Ongoing Administrative Services	3(16) Lite	3(16) Pro
Required Minimum Distributions (RMDs)		✓
Approve rollover contributions into the plan		✓
Review/confirm required employer contributions and perform semi-annual reconciliation		✓
Confirm distribution packages are sent to terminated participants with vested account balances		✓
Confirm 0% vested terminated participant accounts are correctly forfeited		✓
Annual census is pre-completed		✓
E-mail reminders of upcoming eligibility		✓
Quarterly Fees	3(16) Lite	3(16) Pro
Base Fee (includes first ten participants)	\$250	\$500
Each additional employee from 11-50	--	\$20
Each additional employee from 51-100	--	\$10
Each additional employee over 100	--	\$3
Optional Add-On: Mailing Services (per participant)   Annual notice for safe harbor and/or ACAAs applicable, QDIA, 404a5, SAR, participant statements	+\$5.00	+\$5.00