

Typical Plan Sponsor Responsibilities

<ul style="list-style-type: none"> ■ 3(38) investment manager appointment. ■ 402(g) limit reporting. ■ 404(a)(5) notice distribution. ■ Annual discrimination & coverage testing. ■ Annual fee negotiations with vendors. ■ Audit completion support. ■ Audit firm hiring & monitoring. ■ Auto enrollment notice distribution. ■ Beneficiary designation form maintenance. ■ Beneficiary determinations. ■ Blackout notice distribution. ■ Census review. ■ Corrective distributions. ■ Death benefit approval. ■ Distribution reporting. ■ DOL and IRS issue resolution. ■ Eligibility calculations. ■ Eligibility notifications. ■ Employer contribution monitoring. 	<ul style="list-style-type: none"> ■ ERSIA bond review. ■ Error correction monitoring. ■ Fiduciary insurance. ■ Coverage review. ■ Force out processing. ■ Form 5330 preparation ■ Form 5500 preparation, signing & filing. ■ Form 8955 preparation, signing & filing. ■ Fund change notice distribution. ■ Hardship withdrawal approval. ■ Loan approval & reporting. ■ Loan default monitoring. ■ Loan policy administration. ■ Lost earnings calculations. ■ Participant enrollment assistance. ■ Payroll aggregation. ■ Payroll file aggregation. ■ Plan design review. ■ Plan document interpretation. ■ Plan document preparation & archiving. 	<ul style="list-style-type: none"> ■ Plan irregularity notification. ■ QDIA notice distribution. ■ QDRO determinations & reporting. ■ Quarterly investment review meetings. ■ Rate change monitoring & reporting. ■ Required minimum distributions. ■ Safe Harbor notice distribution. ■ SAR production & distribution. ■ SMM notice distribution. ■ SPD production & distribution. ■ Spousal consent approvals. ■ Termination date verification & maintenance. ■ Termination withdrawal approval. ■ Trustee duties. ■ Upload payroll files.* ■ Vesting verification & tracking. ■ Year end data collection & review.
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*Required, but may be provided by payroll company