

Simplify Your Retirement Plan Management with a Pooled Employer Plan

Managing a retirement plan doesn't have to be complicated. Unlike a traditional 401(k), where the plan sponsor carries much of the administrative and fiduciary responsibility, a PEP takes much of that work off the plan sponsor's plate. With a PEP, employers can reduce their fiduciary risk, minimize administrative tasks and focus more time on running their business—while offering employees a competitive retirement benefit.

PLAN SPONSOR RESPONSIBILITIES

401(k) Plan

- Identify plan fiduciaries
- Identify non-fiduciary service providers
- Identify parties in interest
- Delegate fiduciary responsibilities
- Committee appointments
- Committee member acceptance
- Committee by-laws
- Committee member training
- Committee meetings
- Determine if an outsourced fiduciary is appropriate
- Identify services needed to have a successful plan
- Determine bundled or unbundled service
- Review service provider conflict of interest
- Review service provider compensation
- Ensure document service providers are qualified
- Review service provider contracts
- Prepare service provider 408(b)(2) assessment
- Document service provider fees are reasonable
- Prepare initial service provider review documentation
- Prepare annual service provider review documentation
- Request service provider certificate of insurance
- Request service provider privacy policy (where applicable)
- Benchmark service provider compensation annually
- Ensure plan documents are up to date
- Ensure plan documents are signed and dated
- Ensure plan documents and summary plan description coordinate
- Ensure contributions are processed timely and accurately
- Ensure census is reported to TPA timely and accurately
- Ensure correct definition of compensation provided
- Ensure the plan operates according to the plan document
- Ensure the plan operates according to the internal revenue code
- Ensure the plan operates according to ERISA
- Ensure any amendment did not cut back any participant benefits
- Ensure hardship distributions are processed correctly
- Ensure loans are processed according to the loan provisions
- Ensure termination distributions are processed accurately
- Ensure domestic relations orders are processed accurately
- Ensure timely remittance of enrollment forms
- Ensure salary deferral elections are properly followed
- Ensure vesting schedules are followed
- Ensure automatic enrollments occur (if applicable)
- Ensure automatic escalations occur (if applicable)
- Ensure annual compliance tests are met
- Ensure timely corrective distributions
- Ensure forfeitures are used correctly
- Ensure safe harbor requirements are met (if applicable)
- Ensure beneficiary forms are retained
- Ensure annual disclosures and notices were properly distributed
- Attempt to locate missing participants and document efforts
- Prepare Form 5500 and schedules accurately
- File annual 5500 audit
- Sign Form 5500
- Ensure 404(c) requirements are met
- Ensure fees paid from plan are eligible expenses
- Monitor 3(21) or 3(38) fiduciary
- Monitor development of investment policy statement
- Monitor designated investments and QDIA
- Monitor fund expenses and share classes
- Monitor stable value fund (if applicable)
- Monitor GIC contract (if applicable)
- Determine available resources
- Determine effective enrollment processes
- Determine ongoing education requirements
- Establish effective education systems and processes
- Develop processes to evaluate retirement

PEP

- Select and monitor Pooled Plan Provider (PPP)
- Make timely contributions
- Keep PPP informed of current employee census and of changes in employer's business structure
- Communicate availability of plan to eligible participants and ensure deferral elections are set up in payroll

Let's talk.

Learn more about how a PEP can relieve plan sponsors of the administrative and fiduciary responsibilities of offering a retirement plan.

Scott Tanker

National Director of Retirement Plan Services Group
for Peak Brokerage Services
scott.tanker@pbsrep.com
609.922.0201



EMPOWER

Investment Advisory Services offered through Blackridge Asset Management an SEC Registered Investment Advisory Securities offered through PEAK Brokerage Services, LLC Member FINRA/SIPC This Email is sent by or on behalf of a broker-dealer. It is intended exclusively for the individual or entity to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential, or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this Email or any part of it. If you have received this Email in error, please notify us by email and destroy all copies of this communication. Please be advised that you may conduct securities transactions only by speaking directly with your Register Representative. I cannot accept trade instructions using email or voice mail. If any trade instructions are left, they will not be acted on.

To help protect your privacy, we strongly recommend that you avoid sending sensitive information, such as account numbers and social security numbers, via email. Please be further advised that, pursuant to the Bank Secrecy Act, the USA PATRIOT Act, and similar laws, any communication in this email is subject to regulatory, supervisory, and law enforcement review.

Products and services offered by FiduciaryxChange are not insured by the FDIC, are not a deposit or other obligation of, or guaranteed by, AmericanTCS Fiduciary Services, and are subject to investment risks, including possible loss of the principal amount invested.

FiduciaryxChange is a registered service mark of AmericanTCS. FiduciaryxChange is a set of services offered by AmericanTCS Fiduciary Services, LLC.

AmericanTCS is a brand name used by affiliates Mid Atlantic Trust Company (DBA American Trust Custody), American Trust Company, AmericanTCS Fiduciary Services, LLC and AT Retirement Services, LLC in marketing financial services to the retirement industry. AT Retirement Services, LLC is not a trust company and does not provide fiduciary services other than certain administrative services as defined under ERISA. Administrative fiduciary services offered through AmericanTCS Fiduciary Services, LLC.

The following entities and affiliates may provide the services noted. Trust and custody services offered either through American Trust Custody or American Trust Company, both non-depository trust companies. Also, advisory services offered through American Trust Company. Securities offered through Mid Atlantic Clearing & Settlement Corporation, member FINRA/SIPC. Advisory services may also be offered through NewEdge Advisors, LLC, a registered investment adviser. Recordkeeping and administrative services offered through AT Retirement Services, LLC.

Not FDIC Insured | No Bank Guarantee | May Lose Value