



## PLAN ADMINISTRATOR FIDUCIARY SERVICES

& Plan Trustee



## SUPPORT YOU NEED - PARTNERSHIP YOU CAN TRUST.

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Employers sponsoring qualified retirement plans take on heavy responsibilities to comply with strict IRS and DOL regulations. Unfortunately, most employers do not have adequate resources to devote to learning the intricate details of being the plan administrators to retirement plans.

Admin316 will assume the role of named Plan Administrator, and we will serve as plan trustee, relieving you and your staff of the liability and burden of maintaining your retirement plan. We have developed a proprietary monitoring system to ensure required administrative duties are fulfilled when dealing with the plan and the plans' participants.

- Sign required IRS Form 5500 series
- Maintain the plan documents in compliance with operation and regulations
- Provide plan disclosure notices directly to plan participants via email or US Postal Service
- Monitor plan loan policy
- Authorize participant loans in accordance with loan policy and plan documents
- Authorize participant distributions in accordance with plan documents
- Authorize hardship distributions in accordance with plan documents
- Administer Qualified Domestic Relations Orders
- Review Annual 408(b)2 fee disclosures from service providers
- Assist in determining reasonableness of fees
- Appoint and monitor plan auditor, if applicable
- Appoint and monitor 3(38) investment fiduciary
- Contribution upload and data management
- Distribution of Notices
- Serve as the plan Trustee
- Process employee contributions into RK system
- Make sure deferral amounts are reconciled
- Complete all testing
- Make sure plan runs according to the document
- Process and reconcile defined contribution file into record-keeping platform

### About Admin316 Fiduciary Services:

**We support employers.** Our objective is to ease the complexities and 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.

**We live integrity.** We stand behind our commitment to provide the highest level of expertise and service that you expect and deserve. Simply put, we do what we say we are going to do!

**We're devoted to innovation.** We take pride in our investment in the development of our people, processes and technology in order to keep up with the ever changing regulatory landscape.

To learn more about Admin316 Fiduciary Services and the services we provide, please contact us today.



<b>Employer's Fiduciary Responsibilities and Liabilities Under ERISA</b>	<b>Without Admin316</b>	<b>With Admin316</b>
Named Administrative Fiduciary of your Qualified Retirement Plan		<b>X</b>
Sign and electronically file Form 5500 (Failure to file = up to \$1,100 per day late penalty)		<b>X</b>
Provide Summary Plan Descriptions directly to participants		<b>X</b>
Provide Quarterly Benefits Statements directly to participants		<b>X</b>
Monitor participant fee disclosures		<b>X</b>
Provide copy of Plan document upon request		<b>X</b>
Protect Plan's qualified status		<b>X</b>
Review Plan's loan policy		<b>X</b>
Authorize hardship distributions in accordance with Plan document		<b>X</b>
Administer Qualified Domestic Relations Orders		<b>X</b>
Administer distribution and rollover requests		<b>X</b>
Send required notices to participants (Safe harbor, Summary annual report)		<b>X</b>
Review and validate compliance testing		<b>X</b>
Fiduciary oversight and management of Plan's investments		<b>X</b>
Submit census data		<b>X</b>
Complete plan audit work		<b>X</b>
Collect and submit contributions each pay period		<b>X</b>
Determine reasonableness of Plan fees		<b>X</b>
Review Annual 408(b)2 fee disclosures from service providers		<b>X</b>
Appoint and monitor plan auditor, if applicable		<b>X</b>
Appoint and monitor 3(38) investment fiduciary		<b>X</b>

Many plan sponsors have strong relationships with their plan's vendors. The modern 401(k) plan would not be possible without the ongoing investment in recordkeepers, custodians, and advisors. Admin316 does not take the place of the vendors - acting as the appointed administrator and plan trustee, our mission is to manage the plan and be responsible for it.

Admin316 serves as the entity responsible for overseeing your 401(k) plan. We serve as your plans listed trustee. Every retirement plan must have at least one named trustee. Admin316 will take on that role.