

Admin3(16) Fiduciary Solutions

Current Plan Sponsor Responsibilities	With Admin316 Services
Employer Responsibilities <ul style="list-style-type: none"> • Act as Named Plan Administrator • Take on fiduciary liability for operating the plan according to the terms of the plan • Provide timely, complete & accurate payroll and other census data • Make timely contributions • Oversee Plan Document • Review Summary Plan Description (SPD) & Summary Material Modification (SMM) • Review Plan Amendments • Review Participant Notices • Review Summary Annual Report (SAR) • Review and Approve/Deny Loan Requests • Review Distribution Requests • Participant Fee Disclosure* • Service Provider Fee Disclosure* • Forfeiture and Suspense Accounts • Track Eligibility • Track Enrollment • Track Vesting • Respond to Notices of Claims & Appeals • Review Force Outs • Notice & Document Delivery • Sign and File Form 5500 • Interpret Plan Provisions • Review and Approve/Deny Home Loan Requests • Review and Approve QDROs • Review Government Reporting • Review Compliance Testing • Review Census Data • Plan Audit Support 	Employer Responsibilities <ul style="list-style-type: none"> • Provide timely, complete & accurate payroll and other census data • Make timely contributions Admin316 Responsibilities <ul style="list-style-type: none"> • Admin316 as Named Plan Administrator • Take on fiduciary liability for operating the plan according to the terms of the plan • Sign and File Form 5500 • Interpret Plan Provisions • Review and Approve/Deny Home Loan Requests • Review and Approve/Deny Hardship Withdrawals • Fiduciary Warranty • Fiduciary Document Vault • Review and Approve QDROs • Review Government Reporting • Review Compliance Testing • Review Census Data • Plan Audit Support- Hire and work with auditor • Oversee Plan Document • Review Summary Plan Description (SPD) & Summary Material Modification (SMM) • Review Plan Amendments • Review Participant Notices • Review Summary Annual Report (SAR) • Review and Approve/Deny Loan Requests • Review Distribution Requests • Forfeiture and Suspense Accounts • Track Eligibility • Track Enrollment • Track Vesting • Respond to Notices of Claims & Appeals • Review Force Outs • Notice & Document Delivery • Annual Plan Review • Hire & Manage Vendors • RFP Plan Annually

