

3(16) Services — Fiduciary Administration Support Services
Enjoy hands-off retirement Plan administration for an affordable price with 3(16) Fiduciary Services. The Fiduciary Studio, a Pension Studio affiliate, provides a comprehensive suite of Fiduciary services designed to assist Plan Sponsors to comply with DOL and IRS ever changing regulations.

Silver Services (\$750 Annual Fee)

QDRO Procedures

- Process applications for Qualified Domestic Relations Orders (“QDROs”)

Plan Document Compliance

- Monitor timeliness of Plan amendments and restatements
- Update SPD and other Participant disclosure documents to reflect The Fiduciary Studio as the Plan Administrator
- Collect and maintain copies of the signed Plan documents (The Pension Studio does this as TPA)
- Interpret Plan document provisions and apply such provisions to facts that arise upon request

Form 5500 Services

- Review and Sign 5500 Form and attachments
- Prepare and sign Form 8955-SSA, as applicable

Annual Review

- Annual Meeting with The Fiduciary Studio/The Pension Studio Representative via video conference or phone

**Gold Services (\$1,250 Annual Fee)
Silver Services PLUS**

Distributions

- Determine eligibility for distributions upon termination of employment or retirement
- Determine entitlement to pre-retirement distributions
- Determine if Plan requires involuntary cash-out or automatic rollover distributions
- Determine distributions due to death
- Determine if corrective distributions are required
- Determine if any Required Minimum Distributions (RMDs) are necessary
- Review any other distributions not listed and determine if permitted
- Process above distributions as listed

Payrolls

- Monitor up to 26 payrolls/year with Custodian accounts to ensure timely deposits of Plan Participant Contributions. **Each additional payroll at additional cost—See Plan Design Specifics below**

Annual Review

- Annual Meeting with The Fiduciary Studio/The Pension Studio Representative via video conference, phone or in person

**Platinum Services (\$1,950 Annual Fee)
Gold Services PLUS**

Eligibility and Vesting— includes Quarterly entry dates. More frequent entry dates at additional cost—See Plan Design Specifics below

- Determine eligibility dates for all Plan Participants
- Notify employer and/or employees of upcoming Plan entry dates and automatic enrollment, if applicable
- Manage employee opt-outs and notify Custodian of any opt-outs before upcoming entry date
- Determine vesting percentages for all Plan Participants

Automatic Enrollment Procedures— automatic enrollment/automatic increase at additional cost—See Plan Design Specifics below

- Manage automatic enrollment and automatic increase for Plan Participants' subject to automatic enrollment provisions
- Manage employee opt-outs and notify Custodian of any opt-outs before upcoming entry dates

Hardship Withdrawals

- Process Plan Participant hardship withdrawal requests

Participant Loans

- Process Plan Participant loan requests
- Prepare amortization schedule and promissory note, calculate loan amounts
- Notify payroll company/payroll administrator of loan repayment payroll deductions
- Periodically (quarterly) determine whether outstanding loans are in default

Required Notices—distribution/ mailing of notices at additional cost—See Optional Services below

- Prepare (or if Custodian prepares, review) required notices

Compliance Testing Review

- Confirm annual compliance testing is complete (The Pension Studio does this as TPA)

Additional Fees apply for Plans with Assets:

Over \$5 million	add \$1,000 annually
\$10 million - \$20 million	add \$3,000 annually
Over \$20 million	add \$4,000 annually

Plan Design Specifics: additional fees apply for certain Plan designs

Entry dates more frequent than quarterly	add \$800 annually
Automatic Enrollment/Automatic Increase	add \$5/eligible Participant
Monitoring of Payrolls over 26/annually	add \$15 per additional payroll

OPTIONAL SERVICES: can be added to any level of 3(16) services

Mailing of Participant enrollment notices and materials: cost +10%
Payroll upload service: Please contact your TPS consultant



Is 3(16) Fiduciary Services right for your Plan?

Contact the Fiduciary Specialists at 866-497-5501 to discuss the benefits of this comprehensive fiduciary solution.

www.TheFiduciaryStudio.com

Roles and Responsibilities

	TPA	3(16)		
		Silver	Gold	Platinum
Plan design consulting	✓			
Prepare Plan document, SPD and minutes	✓			
Census analysis	✓			
Nondiscrimination/compliance testing	✓			
Contribution calculations	✓			
Combined Plan testing	✓			
Prepare annual compliance reports	✓			
Prepare Form 5500 and required schedules	✓			
Prepare annual required notices and Plan amendments	✓			
Payroll upload service	add'l fee			
Ensure Plan requirements for appointing a designated Plan administrator have been handled properly; prepare additional documentation, if necessary		✓	✓	✓
Update SPD or other Participant disclosure documents to reflect The Fiduciary Studio as Plan administrator		✓	✓	✓
Collect and maintain copies of signed Plan documents and administrative documents (e.g. distribution forms, loan requests, Form 5500s) — <i>The Pension Studio does this as TPA</i>		✓	✓	✓
Sign and file Form 5500 series and required schedules		✓	✓	✓
Adopt amendments necessary to comply with changes in legislative or regulatory requirements		✓	✓	✓
Approve and adopt discretionary amendments to modify Plan provisions upon request		✓	✓	✓
Interpret and apply Plan document provisions		✓	✓	✓
Provide access to documents by Participants, as required by ERISA		✓	✓	✓
Process Qualified Domestic Relation Orders (QDROs)		✓	✓	✓
Monitor up to 26 payrolls/year with Custodian accounts to ensure timely deposits of Plan Participant Contributions- each additional payroll at additional cost—See Plan Design Specifics			✓	✓
Ensure RMDs are properly identified and processed			✓	✓
Administer Participant distributions			✓	✓
Administer Participant loans and hardships				✓
Distribute Participant notices (e.g. safe harbor, QDIA, 404(a)5, SAR, Summary Plan Description, etc.)				✓
Review and confirm annual testing accuracy and correct, if necessary— <i>The Pension Studio does this as TPA</i>				✓
Eligibility and Vesting tracking—includes Quarterly entry dates. More frequent entry dates at additional cost—See Plan Design Specifics				✓