3(16) ADMINISTRATION AND COMPLIANCE SERVICES

	Standard TPA Services	3(16) Services
Custom plan design and consulting	✓	✓
Draft plan document and Summary Plan Description	✓	✓
Update plan document for IRS/DOL laws	✓	✓
Verify required annual employer contributions	✓	✓
Allocate year-end contributions and forfeitures	✓	✓
Complete year end required compliance testing	✓	✓
Prepare Form 5500	✓	✓
Prepare participant notices and disclosures	✓	✓
Interpret plan document		✓
Notify plan administrator of any observed plan irregularities		✓
Review fidelity bond for compliance with ERISA requirements		✓
Administer loan policy		✓
Approve corrective refunds		✓
Approve hardship withdrawals		✓
Approve in-service withdrawals		✓
Approve loans		✓
Approve qualified domestic relations order (QDRO)		✓
Approve required minimum distributions		✓
Approve separation of service distributions		✓
Monitor loan defaults		✓
Review suspension of deferrals for hardship withdrawals		✓
Determine eligibility *		✓
Review and upload vesting to plan providers		✓
Search for missing terminated participants *(as necessary)*		✓
Mail notices and disclosures to newly eligible employees		✓
Mail blackout notices to participants *(as necessary)*		✓
Mail annual notices and disclosures to eligible employees		✓
Sign and file Form 5500		✓
Sign and file Form 8955-ssa *(if applicable)*		✓
Review large plan Form 5500 and audit report *(if applicable)*		✓

** If using TRA approved payroll partner or client provides employee census on per payroll basis*
** Blackout notices will be the responsibility of the company during the installation process*

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For more information, contact us at (888) 872-2364 | www.tra401k.com

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