

# DOES PLAN ADMINISTRATION TAKE UP TOO MUCH TIME AND RESOURCES?

## 3(16) Benefits of Plan Administrative Relief Services (PARS)

### Few Hassles, Real Fiduciary Protections

We're committed to making your job easier. Working with TRA means meaningful administrative support. As an administrative service provider to your plan, TRA is in a unique position to assist you in embracing fiduciary responsibilities associated with sponsoring a 401(k) plan and help manage your risk by transferring some of the administrative tasks and the fiduciary liability associated with them to us.

### Benefits of hiring a delegated 3(16) plan administrator

A delegated 3(16) plan administrator is an outsourced HR function that saves you time by relieving many of the day-to-day administrative burdens associated with sponsoring a plan. Benefits include:

- Time savings
- Reduced liability
- Increased HR capacity
- Reduced audit risk

**Find more time to focus on other tasks. TRA will handle the rest.**

## FEES - PLAN ADMINISTRATION RELIEF SERVICES (PARS)

### INITIAL SET-UP/ANNUAL ADMINISTRATION

INSTALLATION	ANNUAL BASE FEE	PER ELIGIBLE FEE
\$500	\$1,000	\$4

### DISTRIBUTION SERVICES (EMPLOYER-BASED FEES PER TRANSACTION)

*Sponsor may retain the distribution approval role and not incur these fees.*

DISTRIBUTIONS (Regular, Pre-Retirement and Corrective)	LOANS	HARDSHIP & AGE 70 ½ WITHDRAWALS	QDRO
\$25	\$25	\$50	\$100

### MISCELLANEOUS

DESCRIPTION	FEE
Services not included in packages	Hourly Rate
Printing, Copying, postage, messenger, overnight delivery, address locator and travel expenses	At cost +10%

*Premier Advisors clients receive a 50% discount off of set-up and base fees.*

## 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 <i>(as necessary)</i>		✓
Mail notices and disclosures to newly eligible employees		✓
Mail blackout notices to participants <i>(as necessary)</i>		✓
Mail annual notices and disclosures to eligible employees		✓
Sign and file Form 5500		✓
Sign and file Form 8955-ssa <i>(if applicable)</i>		✓
Review large plan Form 5500 and audit report <i>(if applicable)</i>		✓

\* 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

The  
***Advantage***  
 Is Yours