

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

IMPLEMENTATION	ANNUAL BASE FEE	PER ELIGIBLE FEE
\$500	\$1,000	\$5

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 & REQUIRED MINIMUM DISTRIBUTIONS	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.

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		✓
Reconcile participant level contributions with plan trust		✓
Determine eligibility *		✓
Review and upload vesting to plan providers		✓
Search for missing terminated participants <i>(as necessary)</i>		✓
Deliver distribution packages to lingering terminated participants		✓
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>		✓
Manage involuntary distribution of small balances <i>(force-outs)</i>		✓
Monitor missing beneficiary designations <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 implementation process unless complete census information is provided upon takeover

The
Advantage
 Is Yours

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