



# Plan Services Comparison Sheet

ADMIN Partners Services vs. Common Remitter and Data Aggregator

	US	Them		US	Them
<b>Plan Document Services</b>					
Provide Adoption Agreement and written Plan document	✓	✓	Provide a designated team to Plan Sponsor and participants for compliance and contribution processing needs.	✓	✗
Provide education and professional plan design consultation	✓	✗	<b>Plan Audit Support</b>		
Prepare signature ready plan amendments and Board Resolutions	✓	✗	Provide consultative and administrative support for annual independent audit (if required) or IRS audit	✓	✗
<b>Plan/Participant Set-up</b>			Provide consultative and administrative support for IRS audit	✓	✗*
Provide plan and participant set-up services to implement a new or takeover retirement plan.	✓	✓	<b>Compliance Transaction Review, Approval and Recordkeeping</b>		
<b>Vendor Relations</b>			Assist participants and financial representatives on compliance transaction requests.	✓	✓
Use model Vendor Information Sharing Agreement with hold harmless language	✓	✗	Provide review/approve/denial services and signature sign off on participant compliance transaction requests.	✓	✗
Obtain signed Information Sharing Agreements from plan providers	✓	✓	<b>Contribution Administration and Common Remittance Services</b>		
Update approved and deselected investment providers listing as requested	✓	✗	Perform contribution reconciliation and disbursement services (i.e. common remittance)	✓	✓
<b>Administrative Services and Communications Materials</b>			Actively monitor IRC §415 and §402(g) limits; track and monitor all Plan catch-up provisions.	✓	✓
Provide training and instructional materials, required notices (safe harbor, auto enroll, etc.), universal availability materials.	✓	✓	Generate over-funding reports	✓	✗
Provide on-going retirement plan consulting support on plan design, compliance, and regulatory guidance.	✓	✗	Provide support to Plan Sponsor for excess or misapplied contributions.	✓	✗
Provide regulatory updates on define contribution plans.	✓	✓			

\*By Service