

PLAN SERVICES COMPARISON SHEET

ADMIN PARTNERS SERVICES VS. COMMON EMITTER AND DATA AGGREGATOR

PLAN DOCUMENT SERVICES

	US	THEM
Provide Adoption Agreement and written Plan document.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide education and professional plan design consultation.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Prepare signature ready plan amendments and Board Resolutions.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

PLAN/PARTICIPANT SET-UP

	US	THEM
Provide plan and participant set-up services to implement a new or takeover retirement plan.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

VENDOR RELATIONS

	US	THEM
Use model Vendor Information Sharing Agreement with hold harmless language.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Obtain signed Information Sharing Agreements from plan providers.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Update approved and deselected investment providers listing as requested.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

ADMINISTRATIVE SERVICES & COMMUNICATION MATERIALS

	US	THEM
Provide training and instructional materials, required notices (safe harbor, auto enroll, e tc.), universal availability materials.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide on-going retirement plan consulting support on plan design, compliance and regulatory guidance.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide regulatory updates on define contribution plans.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide a designated team to Plan Sponsor and participants for compliance and contribution processing needs.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

PLAN AUDIT SUPPORT

	US	THEM
Provide consultative and administrative support for annual independent audit (if required) or IRS audit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

COMPLIANCE TRANSACTION REVIEW, APPROVAL AND RECORDKEEPING

	US	THEM
Assist participants and financial representatives on compliance transaction requests.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide review, approval/denial services and signature sign off on participant compliance transaction requests.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

CONTRIBUTION ADMINISTRATION & COMMON REMITTANCE SERVICES

	US	THEM
Perform contribution reconciliation and disbursement services (i.e. common remittance.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Actively monitor IRC 415 and 402(g) limits, track and monitor all Plan catch-up provisions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Generate over-funding reports.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide support to Plan Sponsor for excess or misapplied contributions.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>