

## 5 THINGS EVERY EMPLOYER WANTS IN A 401(k)

COREMARK INSURANCE SERVICES, INC 401(k) RETIREMENT PLAN EXCHANGE®



You don't want to be plan experts.



You don't

want to be

at risk.



You don't

want fines

or penalties.

You don't

want

to overpay.

You want

to work with the

best.

**TRANSAMERICA** 

## LET US TAKE ON YOUR ADMINISTRATIVE RESPONSIBILITIES

The amount of responsibility plan sponsors must take on when offering a retirement plan to their employees is significantly reduced with this solution.

### **RESPONSIBILITIES HANDLED BY THE SOLUTION**

- 3(38) investment manager appointment
- 402(g) limit reporting
- 404(a)(5) notice distribution
- 404(c) notice distribution
- 408(b)(2) notice distribution
- 415 limit on annual contributions
- Annual discrimination and coverage testing
- Auto enrollment notice distribution
- Beneficiary designation form maintenance
- Beneficiary determinations
- Blackout notice distribution
- Census review
- Corrective distributions
- Death benefit approval
- Distribution reporting
- DOL and IRS issue resolution assistance
- **Eligibility calculations**
- **Eligibility notifications**
- Employer contribution monitoring •
- ERISA bond review .
- Error correction monitoring
- Force out processing
- Form 5330 preparation and filing
- Form 5500 preparation, signing, and filing
- Form 8955 preparation, signing, and filing

- Fund change notice distribution
- Hardship withdrawal approval
- Loan approval and reporting
- Loan default monitoring
- Loan policy administration .
- Lost earnings calculations .
- . Participant enrollment assistance
- . Payroll aggregation
- . Plan design review
- Plan document interpretation
- Plan document preparation and archiving
- QDIA notice distribution
- ODRO determinations and reporting
- Quarterly investment review meetings
- Rate change monitoring and reporting
- Required minimum distributions monitoring
- Safe harbor notice distribution
- SAR production and distribution
- SMM notice distribution
- SPD production and distribution
- Termination date verification . and maintenance
- Termination withdrawal approval
- Vesting verification and tracking
- Year-end data collection and review

#### **PLAN SPONSOR RESPONSIBILITIES:\***

- Monitor service providers: Transamerica and TAG Resources
- Upload payroll files\*\*
- Year-end data collection\*\*

\* Plan sponsor responsibilities are not limited to items noted above. Plan sponsors should review their service agreements and fiduciary responsibilities under ERISA.

\*\* Required, but may be provided by payroll company.

# **TAG** takes on over of your administrative tasks.

#### Contact us to see how you can get started.

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The Retirement Plan Exchange® is not a multiple employer plan (MEP). Unlike a MEP, certain plan qualification and ERISA requirements are applied at the individual plan level. An employer participating in the plan retains certain fiduciary responsibilities, including responsibility for retaining and monitoring the 3(16) plan administrator, for determining the reasonableness of its fees, and for periodically reviewing the plan as a whole. Transamerica does not act as a 3(16) plan fiduciary.

Before adopting any plan sponsors should carefully consider all of the benefits, risks, and costs associated with a plan. Information regarding retirement plans is general and is not intended as legal or tax advice. Retirement plans are complex, and the federal and state laws or regulations on which they are based vary for each type of plan and are subject to change. In addition, some products, investment vehicles, and services may not be available or appropriate in all workplace retirement plans. Plan sponsors and plan administrators may wish to seek the advice of legal counsel or a tax professional to address their specific situations.

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