

Let's Reduce Retirement Plan Risk Together

Simple Solutions to Complex Retirement Plan Administration

The Fiduciary Studio helps plan sponsors like you fulfill fiduciary duties with two distinct services: 3(16) Administrator and Governance Services.

As a **3(16) Administrator** we help plans meet the Duty of Prudence by providing expert retirement plan management services. This dramatically reduces your workload as plan sponsor and reduces the risk of violating complicated regulations.



Compliance

- Assist with eligibility determination
- Manage increases and opt-outs on automatic enrollment
- Monitor timeliness of payroll submissions and employer contribution funding
- Ensure all required annual nondiscrimination testing is completed and documented
- Review and sign Form 5500 and Form 8955-SSA
- Review vested account balances
- Review loan administration compliance (semi-annually)
- Monitor forfeitures annually



Plan Document Administration

- Named 3(16) Fiduciary
- Monitor timeliness of plan amendments and restatements
- Confirm revisions to Summary Plan Description and participant disclosures
- Distribute the Summary Plan Description and Summary of Material Modifications
- Review and distribute required notices including the Summary Annual Report, Qualified Default Investment Alternative, Fee Disclosures, and Auto Enrollment and Safe Harbor Notices



Withdrawals

- Review loans, distributions, hardship and in-service withdrawals, QDROs and Required Minimum Distributions

Governance Services help satisfy the Duty of Governance.

- Establish an Investment Policy Statement and Education Policy Statement for the Plan in coordination with the Plan's investment advisor
- Produce and maintain quarterly investment committee minutes
- Benchmark investment performance against market averages
- Verify adequate bond coverage as required by ERISA
- Insurance-no charge defense of IRS/DOL Audits

3(16) Fiduciary Services

The Fiduciary Studio offers two levels of **3(16) Administrator Service** module, each designed to reduce your retirement plan risk: **Premium Service** gives you the ability to outsource virtually every aspect of retirement plan administration while the **Base Service** augments your internal plan administration with expert 401(k) supervision.

Add the **Governance Services** module to either 3(16) Administrator Service module to confirm and strengthen executive oversight of important plan requirements.

3(16) Administrator Services	Premium	Base
The Fiduciary Studio named 3(16) Administrator	•	•
Confirm revisions to Summary Plan Description and participant disclosures	•	•
Monitor timeliness of plan amendments and restatements	•	•
Conduct an Annual Review of the plan with plan sponsor	•	•
Review Qualified Domestic Relations Orders	•	•
Determine eligibility dates, notify employer and/or newly eligible participants	•	
Manage automatic enrollment programs, increases and opt-outs	•	
Monitor forfeitures annually and review vesting	•	
Monitor timeliness of payroll submissions and employer contribution funding	•	
Review participant distributions and participant loans	•	
Review and sign Form 8955-SSA as required	•	
Review and sign Form 5500 and related schedules	•	
Ensure all required annual nondiscrimination testing is completed and documented	•	
– <i>Optional</i> – <i>Email distribution of participant enrollment notices and annual materials</i>	•	•
– <i>Optional</i> – <i>Mass emails to participants</i>	•	•

Governance Services	Governance
Establish Plan's Investment Policy Statement and Education Policy Statement with advisor	•
Produce and maintain quarterly investment committee minutes	•
Benchmark investment performance against market averages	•
Verify adequate bond coverage as required by ERISA	•
Insurance: No charge defense of IRS / DOL audits	•

The Fiduciary Studio plays a vital role in keeping your plan compliant. Contact us to discuss how we can help your organization meet employees' retirement needs, outsource the administrative workload, and reduce risk.

THE
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STUDIO

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