

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

- Determine employee eligibility
- Manage increases and opt-outs on automatic enrollment
- Upload payroll submissions and monitor 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



Plan Document Administration

- Operate as named 3(16) Fiduciary in plan document
- 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 electronically
- Review and distribute required notices electronically



Withdrawals

- Review and sign distributions, loans and withdrawals
- Review Qualified Domestic Relations Orders

Governance Services help satisfy the Duty of Governance.

- Establish an Investment Policy Statement and Education Policy Statement for the plan in coordination with investment advisor
- Produce and maintain quarterly investment committee minutes
- Provide a comparison of plan investments and certain market average indexes
- Verify adequate bond coverage as required by ERISA
- Represent the plan, at no charge, in the event of an IRS or DOL audit

3(16) Fiduciary Services

The Fiduciary Studio can reduce retirement plan administration risk with comprehensive **3(16) Administration** services. Add **Governance Services** to confirm and strengthen executive oversight of important plan requirements.

	3(16) Administration
Operate as named 3(16) Administrator in plan document	•
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	•
Determine eligibility dates, notify employer and/or newly eligible employees	•
Manage automatic enrollment programs, increases and opt-outs	•
Monitor forfeitures annually and review vesting	•
Upload payroll submissions and monitor employer contribution funding	•
Review and sign participant distributions and loans	•
Review and sign Form 5500 and related schedules	•
Review and sign Form 8955-SSA as required	•
Review Qualified Domestic Relations Orders	•
Ensure all required annual nondiscrimination testing is completed and documented	•
Deliver required notices electronically to participants and eligible employees	•

	Plan Governance
Verify Plan's Investment Policy Statement and Education Policy Statement are established.	•
Produce and maintain a library of quarterly investment committee minutes	•
Provide a comparison of plan investments and certain market average indexes	•
Verify adequate bond coverage as required by ERISA	•
Represent the plan, at no charge, in the event of an IRS or DOL audit	•

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
FIDUCIARY
STUDIO

📞 (866) 497-5501

✉️ info@thefiduciarystudio.com

🖱️ www.thefiduciarystudio.com