



THE RETIREMENT PLAN EXPERTS

Retirement Plan Administrators, LLC.
780 Johnson Ferry Rd. Suite 375
Atlanta, GA 30342
404-255-6710

Your Retirement Plan Solution

We Listen - At Retirement Plan Administrators (RPA), we understand how retirement plan administration is complex and ever changing. With so much at stake, it's especially important to choose the right pension consulting firm for your plan; one whose perspective and standards mirror your own. Whether you're looking to establish a plan, or have one already, RPA—the Retirement Plan Experts, have your solution.

Creating the Right Plan for Your Company

Careful, proactive review of your retirement needs for your company. Designing the best plan to help you and your employees save for retirement.

Retirement Plan Experts

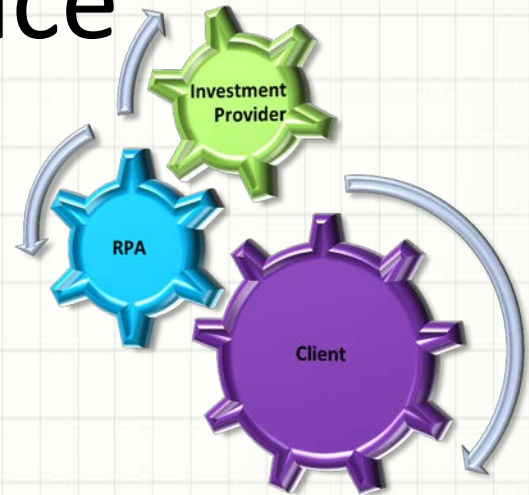
Detailed approach to ensure that the plan is current with all the legislative and regulatory updates. Ensuring that plan amendments, plan design features and communications are timely and accurate.

Unrivaled Personal Service and Innovative Technology

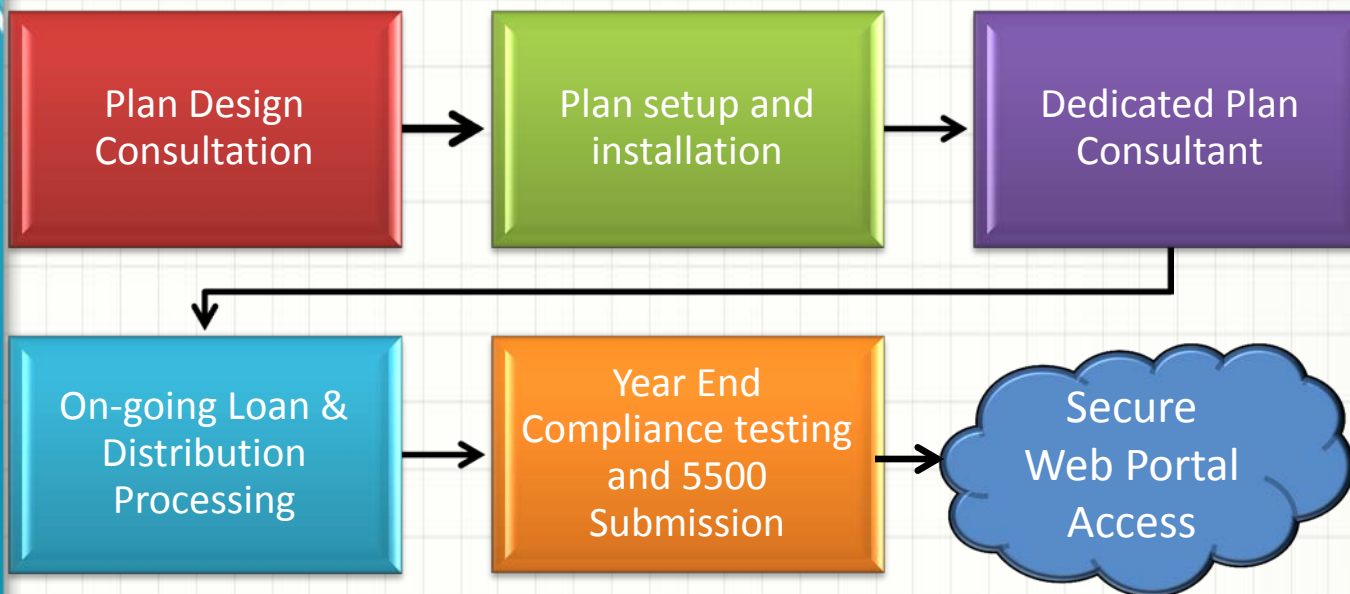
Close personal attention to all our clients by our plan consultants utilizing the latest technology to ensure that your plan runs smooth. All your plan information and important plan documents are available via a secure web portal.



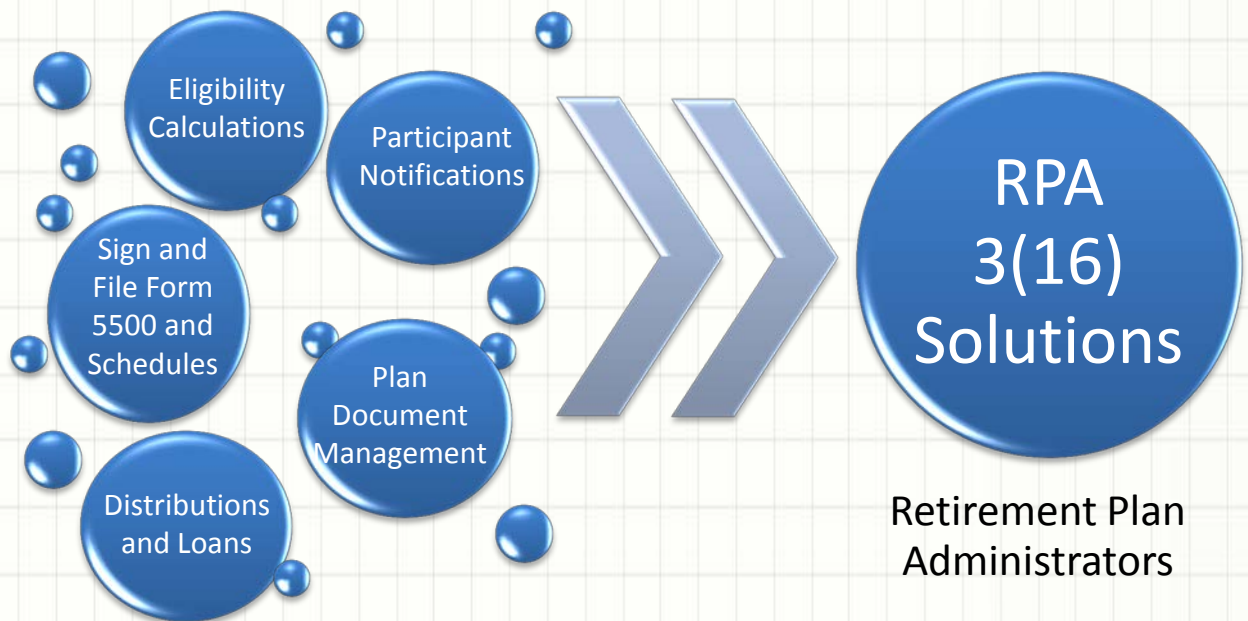
Dedicated Service Process



We Consult - From the initial consultation to the year end compliance submission, RPA works closely with you, your staff and advisors to coordinate your plan's administrative activities year-round at a highly competitive cost, and at a level that gives you peace of mind to concentrate on other pursuits. Over the years, our clients have experienced firsthand just how knowledgeable and experienced our consultants are. They are fully prepared to deliver a broad range of plan administration services.



RPA 3(16) Fiduciary Services



Retirement Plan Administrators

Plan Sponsor 3(16)
ERISA Plan
Administrator
Responsibilities

RPA Will Become Your Co-fiduciary

We Innovate - Our ERISA 3(16) solution removes your responsibility for most common day-to-day administrative tasks. RPA takes over the tasks that many employers don't want to handle or don't have the expertise in house to manage.

**3(16) Fiduciary Services must be selected by the plan sponsor, additional fees may apply. See Appendix A for full listing of 3(16) services.*

3(16) Services Include

- Conduct periodic fiduciary reviews of plan operations
- Assist in establishing, implementing, and modifying internal control procedures for plan
- Ensure timely remittance of salary deferrals and loan payments to the plan on annual basis
- Ensure that plan document is amended or that its procedures for appointing a Plan Administrator have been handled properly
- Adopt amendments to conform to legal changes
- Prepare amendments per Plan Sponsors' direction
- Interpret plan document provisions
- Authorize corrective refunds/distributions for 401(k) and 401(m)
- Prepare amendments to repair annual nondiscrimination or coverage failures

- Receive participant distribution requests and claims
- Evaluate participants' eligibility for termination/retirement distributions
- Authorize termination/retirement distributions
- Determine and authorize RMDs
- Evaluate participants' eligibility for hardship distribution
- Determine allowable hardship distribution
- Authorize hardship distributions
- Communicate with participants regarding issues related to claims
- Authorize liquidation of participants' accounts in preparation for forced distribution
- Receive participant loan requests
- Evaluate participants' eligibility for loans
- Determine appropriate interest rate for loans
- Authorize participant loans
- Communicate with participants regarding loans

- Act as recipient for proposed QDRO submissions
- Communicate with participants, alternate payees, and their representatives regarding proposed QDROs (including advising parties of the receipt of proposed QDRO and providing copy of QDRO procedure)
- Determine validity of proposed QDROs
- Approve segregation of alternate payee's interest
- Authorize distribution to alternate payee
- Sign government forms
- Provide annual notices to participants, including safe harbor, QDIA, investment disclosures for ERISA 404(c)
- Provide 404a-5 notices to participants, both quarterly and annually
- Provide SAR to participants
- Provide SPD and SMM to participants
- Provide beneficiary designation forms
- Maintain plan documents
- Make plan document available to participants upon request

Client Information Questionnaire



Please complete as much information as possible so that we may begin to setup your plan.

Employer Information

1. Name of Company: _____
2. Company Address: _____
3. Phone Number: _____
4. Fed Tax ID #: _____
5. Type of Business Organization:
 Regular Corporation S Corporation Self-Employed
 Affiliated Service Partnership Limited Liability Company
taxed as – partnership corporation
 Sub-S Corporation
6. Fiscal year End Of Company: _____
7. Is the company a member of a controlled group of corporation, under common control, or an affiliated service group?
 Yes (if yes, please explain): _____
8. Primary Contact: _____
9. Email Address: _____

Plan Information:

1. Name of Trustee(s): _____
2. Email Address: _____
3. Plan Name (if not a startup): _____
4. Fidelity Bond Company: _____

(Trustees are required to be bonded for at least 10% of plan assets)

Meeting Notes



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