

# Plan Sponsor Responsibilities

## Typical 401(k)

- Form 5500 preparation
- Track eligibility
- Retirement plan review
- Investment choice additions/deletions
- Consultative design services
- Year-end testing
- Proprietary plan document support
- Advanced allocation designs
- Preparation of amendments
- Monitor pending legislative actions
- Merger and acquisition support
- Annual census collection
- Audit support
- Forms 945, 1096, and 1099 preparation
- Notify participants of eligibility
- Conduct ongoing employee education
- Explanation of distribution options and tax implications
- Establish deductions with payroll
- Invest plan contributions
- Qualified domestic relations order (QDRO) support and analysis
- Track contribution limits
- Track catch-up contributions
- Distribute mandatory communication notices
- Approve/deny hardship requests
- Approve/deny loan requests
- Prepare loan amortization schedules
- Coordinate loan deductions
- Process distributions upon termination
- Investment monitoring and due diligence

## 401(k) Maneuver PEP

- Upload payroll files
- Year-end data collection

“Getting a retirement plan should be an easy choice and shouldn't be more work for you.”