

# DIRECTORY OF RESPONSIBILITIES

Provided to you by **ERISA Consultants**

Installation	Client	ERISA	Financial Consultant
Design of Plan	x	x	
Document Preparation		x	
Document Execution	x	x	x
IRS Submission		x	
Prepare Summary Plan Description		x	
Produce Enrollment and Operational Forms		x	x
Conduct Enrollment Meetings		x	x
Choose Investment Options	x		x
Purchase Fidelity Bond	x		
Welcome Package		x	
Administration			
Provide Census Data for <i>Interim</i> Administration and Compliance Testing	x		
Provide Year End Census Data	x		
Review Census Data		x	
Provide Investment/Financial Statements			x
Determination of Employee and Participant Eligibility		x	
Determination of Employer Contributions (if necessary)		x	
Determination of Forfeiture allocation		x	
Determination of Corrective Distributions		x	
Valuation and Reconciliation of Trust Fund Assets		x	
Monitor Participant Vesting		x	
401(k) and 401(m) Discrimination Testing		x	
Top-Heavy Testing		x	
Minimum Coverage Test		x	
Provide Participant Statements		x	x
Distributions			
Calculation of Vested Balance		x	
Calculation of Minimum Required Distributions		x	
Calculation of Hardship Withdrawal		x	
Calculation of Loan Maximum Amount		x	
Provide Loan Amortization Schedule		x	
Monitor Participant Loan Repayments	x	x	
Authorization of Plan Distributions	x		
Issuance of All Distribution Checks			x
Tax Withholding (if applicable)	x		
Preparation of Form 1099R		x	x
Government Reporting and Disclosure			
Annual Trust Statement		x	
Annual Participant Vested Benefit Statements		x	
5500 or 5500-EZ / Related Schedules		x	
Summary Annual Report		x	
Consulting			
Compliance Consulting		x	
Completion of Plan Amendment/Restatement		x	
Reconciliation of Data (merger and/or takeover)		x	