

Overview of Our TPA Services

Set-Up / Implementation / Takeover Services

We deliver a seamless transition and implementation process to ensure your plan is set up or transitioned efficiently while maintaining compliance and optimal plan performance. Our services include:

Plan Design & Optimization

- Gather, review, and analyze pertinent company and employee census data to develop an optimized plan structure tailored to business objectives.
- Identify opportunities for tax efficiency, owner benefits, and compliance enhancement.

Existing Plan Review & Takeover Services

Conduct a detailed analysis of any existing plan(s), including:

- Employee data & census
- Trustee statements
- Plan documents & prior allocation records
- Form 5500 filings
- Valuation reports & administrative documentation

Identify compliance gaps and recommend plan enhancements

Plan Documentation & Compliance Support

- Provide individualized plan documents and summary plan descriptions (SPD) based on plan type and compliance needs
- Offer standardized, customized, or volume practitioner plan documents to meet regulatory requirements and specific plan needs
- Prepare a summary of principal plan provisions to ensure clarity and adherence to fiduciary responsibilities
 - Data collection & submission
 - Benefit processing
 - Compliance monitoring
 - Record keeping responsibilities
- Provide an interactive roadmap for smooth plan operations, ensuring clarity in administrative roles and processes.

Annual Administration Services

We provide ongoing administration services to ensure continued compliance, accuracy, and plan efficiency. Our services include:

Dedicated Support & Compliance Oversight

- Provide access to human resources specialists to address day-to-day questions related to plan administration
- Conduct semi-annual meetings via Zoom meeting to review plan performance and administrative updates

Data Collection & Compliance Testing

- Gather and analyze annual census data to maintain accurate plan records
- Review trust activity for the plan year, ensuring financial records are balanced and ready for government reporting
- Determine and allocate company contributions and forfeitures to participants' accounts
- Monitor plan qualification requirements under IRC Section 401
- Calculate contribution deductibility limits under IRC Section 404
- Monitor minimum vesting standards under IRC Section 411
- Confirm compliance with definitions and special rules under IRC Section 414
- Conduct top-heavy status testing and compliance verification with IRC Section 410(b) (minimum coverage requirements) and IRC Section 401(a)(26) (minimum participation requirements)
- Perform maximum benefit limitation testing under IRC Section 415
- Conduct new comparability testing for compliance with IRC Section 401(a)(4) to determine required contributions
- Conduct ADP/ACP testing for 401(k) plans (if applicable)
- Conduct compliance check and reporting of benefits under IRC Section 401(h) (if applicable)

Governmental Filing & Participant Reporting

- Prepare IRS Form 5500 with appropriate non-actuarial schedules
- Generate and distribute the Summary Annual Report (SAR) for participant review
- Prepare IRS Form 5500 SB with actuarial schedules for defined benefit plans
- Conduct an annual actuarial valuation and certification, determining contribution requirements and presenting results in a detailed report

Participant Account Management

- Allocate contributions and guaranteed interest to participant hypothetical accounts, where applicable
- Generate detailed participant statements, providing a transparent breakdown of annual account changes
- Maintain a journal of participant account changes for accurate record keeping and reconciliation

Additional Plan Services (Hourly Rate May Apply)

We offer a range of specialized and additional services to meet unique plan needs, including:

Plan Adjustments & Corrections

- Attend additional meetings as requested by the client
- Correct census, plan data, and trust transaction errors
- Review, assess, correct, and balance trust statements that are not balanced or provided in a readily extractable format
- Transcribe manually any required plan data

Compliance & Actuarial Support

- Analyze unallocated assets to prepare plan and participant reports
- Prepare Form PBGC-1 and determine the annual premium
- Determine pension expense for the fiscal year under FASB 87/132
- Provide financial disclosure data for certified audits
- Assist with annual plan audits
- Determine quarterly contribution requirements

Participant Services & Benefit Processing

- Process benefits payments for terminated participants, including:
 - Calculation of benefit and vesting
 - Preparation of election forms and tax withholding notices
 - Issuance of trustee distribution directives
- Assist with minimum required distributions (RMDs)
- Prepare IRS Form 5558 for delayed filings when necessary
- Maintain accounting for 401(h) contributions and benefits
- Prepare IRS Form 1099R for distributions
- Administer Life Insurance Benefits and PS 58 notifications
- Provide extra actuarial or administrative services as needed