

# WE MAKE IT EASY



## SAVE TIME WITH THE ALLIANCE OF STATE RETAIL ASSOCIATIONS 401(K) PLAN & TRUST

Joining a multiple employer plan (MEP) can help ease the burden of administering your retirement plan while providing various layers of fiduciary support to help satisfy 401(k) regulatory requirements.

YOUR RESPONSIBILITIES WITH A SINGLE EMPLOYER 401(k)	RESPONSIBILITY DETAILS	RESPONSIBLE PARTY WITH A MEP
<b>ADMINISTRATIVE RESPONSIBILITIES</b>	Remit plan contributions	Transamerica
	Track contribution limits	Transamerica
	Track catch-up contributions	Transamerica
	Distribute mandatory communication notices <sup>1</sup>	Transamerica
<b>DISTRIBUTION PROCESSING</b>	Approve/deny hardship requests	Transamerica
	Approve/deny loan requests	Transamerica
	Prepare loan amortization schedules	Transamerica
	Coordinate loan deductions	Adopting Employer
	Process distributions upon termination	Transamerica
<b>DUE DILIGENCE RESPONSIBILITIES</b>	Investment monitoring and due diligence	Atlas Fiduciary Services, Inc.
	Investment choice additions/deletions	Atlas Fiduciary Services, Inc.
	Retirement plan review	Transamerica & Atlas Fiduciary Services, Inc.
<b>PLAN COMPLIANCE</b>	Consultative design services	Atlas Pension Administrators, Inc.
	Advanced allocation designs	Atlas Pension Administrators, Inc.
	Proprietary plan document support	Atlas Pension Administrators, Inc.
	Preparation of amendments	Atlas Pension Administrators, Inc.
	Monitor pending legislative actions	Atlas Pension Administrators, Inc.
	Merger and acquisition support	Atlas Pension Administrators, Inc.
<b>TESTING</b>	Annual census collection	Atlas Pension Administrators, Inc.
	Midyear Testing	Atlas Pension Administrators, Inc.
	Year-end testing	Atlas Pension Administrators, Inc.
<b>ANNUAL REPORTING</b>	Audit support	Atlas Pension Administrators, Inc.
	Form 5500	Atlas Pension Administrators, Inc.
	Forms 945, 1096, and 1099 preparation	Transamerica
<b>ENROLLMENT AND EDUCATION</b>	Track eligibility	Transamerica
	Notify participants of eligibility	Transamerica
	Establish deductions with payroll	Adopting Employer
	Conduct onsite enrollment workshops	Transamerica & Atlas Fiduciary Services, Inc.
	Conduct ongoing employee education	Transamerica & Atlas Fiduciary Services, Inc.
<b>PARTICIPANT ASSISTANCE</b>	Provide asset allocation tools	Transamerica
	Explanation of distribution options and tax and tax implications	Atlas Pension Administrators, Inc.
	Qualified domestic relations order (QDRO) support and analysis	Atlas Pension Administrators, Inc.



## Ready to learn more?

Contact us today to receive more information about the program or to schedule a consultation.

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<sup>1</sup>Refer to the PASS Service Addendum for specific notices included.

Before adopting any plan, sponsors should carefully consider all of the benefits, risks, and costs associated with a plan. Information regarding retirement plans is general and is not intended as legal or tax advice. Retirement plans are complex, and the federal and state laws or regulations on which they are based vary for each type of plan and are subject to change. In addition, some products, investment vehicles, and services may not be available or appropriate in all workplace savings plans. Plan sponsors and plan administrators may wish to seek the advice of legal counsel or a tax professional to address their specific situations.

While a multiple employer Plan (MEP) arrangement offers adopting employers the ability to delegate fiduciary functions to the MEP provider, employers should be aware that they still retain fiduciary responsibility for selecting and monitoring the MEP provider. Adopting employers of a MEP must share a commonality — a connection among the adopting employers such as a trade, professional organization, or PEO — and the MEP is treated as a single plan. A violation of the qualification rules by an adopting employer would not affect the qualified status of the plan as a whole (known as the “one-bad-apple” rule or the “unified plan” rule) provided the plan document addresses how to spin-off a non-compliant employer.

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Atlas Fiduciary Services, Inc.



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