



Benefits Administrators, LLC can serve as an ERISA Section 3(16) fiduciary for your company's retirement plan. Acting as a 3(16) fiduciary allows our firm to manage the day-to-day operations of the plan. Your company and your employees can then focus on the profitable tasks of your business while Benefits Administrators, LLC administers the retirement plan.

The responsibilities of our firm as a 3(16) administrator could include any or all of the following tasks:

- ✓ Serving as a named fiduciary under ERISA.
- ✓ Determining eligibility of employees to participate in the plan.
- ✓ Retaining a CPA, attorney or any other expert needed to assist with the plan administration.
- ✓ Executing and filing required governmental documents such as the Form 5500 and Form 8955-SSA.
- ✓ Procuring the required fidelity bond for the retirement plan.
- ✓ Providing plan related documents to participants upon request.
- ✓ Distributing the summary plan description, the summary annual report and summary material modifications to plan participants.
- ✓ Providing participant notices including distribution notices, enrollment kits, summary annual reports and fee disclosure notices.
- ✓ Resolving questions regarding plan interpretation in accordance with plan procedures and governmental regulations.
- ✓ Fact finding plan related issues.
- ✓ Reviewing and approving distributions on behalf of participants.
- ✓ Fixing operational errors in the retirement plan.
- ✓ Reviewing with domestic relations attorneys and processing Qualified Domestic Relations Orders.
- ✓ Providing participant statements to plan participants.
- ✓ Processing payroll contributions to the plan in a timely manner.

Our 3(16) fiduciary services utilize our expertise in administering and navigating the complex compliance issues of retirement plans. Allowing our firm to provide these solutions saves time and reduces plan related risk for your business.