## YOUR RESPONSIBILITIES WITH A SINGLE EMPLOYER 401(K) PLAN

<table>
<thead>
<tr>
<th>RESPONSIBILITY DETAILS</th>
<th>RESPONSIBLE PARTY WITH A MEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remit plan contributions</td>
<td>Adopting Employer</td>
</tr>
<tr>
<td>Track contribution limits</td>
<td>Transamerica</td>
</tr>
<tr>
<td>Track catch-up contributions</td>
<td>Transamerica/NPPG</td>
</tr>
<tr>
<td>Distribute mandatory communication notices¹</td>
<td>Transamerica</td>
</tr>
</tbody>
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### ADMINISTRATIVE RESPONSIBILITIES

- Approve/deny hardship requests
- Approve/deny loan requests
- Prepare loan amortization schedules
- Coordinate loan deductions
- Process distributions upon termination

### DISTRIBUTION PROCESSING

- Investment monitoring and due diligence
- Investment choice additions/deletions
- Retirement plan review

### DUE DILIGENCE RESPONSIBILITIES

- Consultative design services
- Advanced allocation designs
- Proprietary plan document support
- Preparation of amendments
- Monitor pending legislative actions
- Merger and acquisition support

### PLAN COMPLIANCE

- Annual census collection
- Mid-year testing
- Year-end testing

### TESTING

- Form 5500 preparation
- Audit support
- Forms 945, 1096, and 1099 preparation

### ANNUAL REPORTING

- Track eligibility
- Notify participants of eligibility
- Establish deductions with payroll
- Conduct onsite enrollment workshops
- Conduct ongoing employee education

### ENROLLMENT AND EDUCATION

- Provide asset allocation tools
- Explanation of distribution options and tax and tax implications
- Qualified domestic relations order (QDRO) support and analysis

### PARTICIPANT ASSISTANCE

Join a multiple employer plan (MEP) to ease the burden of administering your retirement plan and receive support.
ADDITIONAL MEP BENEFITS
In addition to administrative responsibilities, you can enjoy many benefits of joining a MEP including:

- Reduced liability, as fiduciary support and most responsibility is assumed by professional plan service providers
- Support with investment selections and performance oversight
- Access to participant communications, plan notifications, and education support

Ready to learn more?
Contact us today to receive more information about the program or to schedule a personal consultation.

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1Refer to the PASS Service Addendum for specific notices included.

Before adopting any plan, you 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 the fiduciary responsibility for selecting and monitoring the MEP provider. Because an MEP is treated as a single plan, a violation of the qualification rules by an adopting employer could affect the qualified status of the plan as a whole. In order to be treated as a single plan under the qualification rules, the adopting employers of an MEP must share a commonality—a connection among the adopting employers, such as a trade or professional organization.

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