

# WE MAKE IT EASY

## SAVE TIME WITH SAN FRANCISCO CHAMBER OF COMMERCE 401(K) MULTIPLE EMPLOYER PLAN

Join a multiple employer plan (MEP) to ease the burden of administering your retirement plan and receive support

YOUR RESPONSIBILITIES WITH A SINGLE EMPLOYER 401(K) PLAN	RESPONSIBILITY DETAILS	RESPONSIBLE PARTY WITH A MEP
<b>ADMINISTRATIVE RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Remit plan contributions</li> <li>Track contribution limits</li> <li>Track catch-up contributions</li> <li>Distribute mandatory communication notices<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>Adopting Employer</li> <li>Transamerica</li> <li>Transamerica/NPPG</li> <li>Transamerica</li> </ul>
<b>DISTRIBUTION PROCESSING</b>	<ul style="list-style-type: none"> <li>Approve/deny hardship requests</li> <li>Approve/deny loan requests</li> <li>Prepare loan amortization schedules</li> <li>Coordinate loan deductions</li> <li>Process distributions upon termination</li> </ul>	<ul style="list-style-type: none"> <li>NPPG</li> <li>NPPG</li> <li>Transamerica</li> <li>Transamerica</li> <li>Transamerica</li> </ul>
<b>DUE DILIGENCE RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Investment monitoring and due diligence</li> <li>Investment choice additions/deletions</li> <li>Retirement plan review</li> </ul>	<ul style="list-style-type: none"> <li>401(k) &amp; 403(b) Fiduciary Advisors, Inc</li> <li>401(k) &amp; 403(b) Fiduciary Advisors, Inc</li> <li>401(k) &amp; 403(b) Fiduciary Advisors, Inc</li> </ul>
<b>PLAN COMPLIANCE</b>	<ul style="list-style-type: none"> <li>Consultative design services</li> <li>Advanced allocation designs</li> <li>Proprietary plan document support</li> <li>Preparation of amendments</li> <li>Monitor pending legislative actions</li> <li>Merger and acquisition support</li> </ul>	<ul style="list-style-type: none"> <li>NPPG/401(k) &amp; 403(b) Fiduciary Advisors, Inc</li> <li>NPPG</li> <li>NPPG</li> <li>NPPG</li> <li>NPPG</li> <li>NPPG</li> </ul>
<b>TESTING</b>	<ul style="list-style-type: none"> <li>Annual census collection</li> <li>Mid-year testing</li> <li>Year-end testing</li> </ul>	<ul style="list-style-type: none"> <li>NPPG/Adopting Employer</li> <li>N/A</li> <li>NPPG</li> </ul>
<b>ANNUAL REPORTING</b>	<ul style="list-style-type: none"> <li>Form 5500 preparation</li> <li>Audit support</li> <li>Forms 945, 1096, and 1099 preparation</li> </ul>	<ul style="list-style-type: none"> <li>NPPG</li> <li>NPPG</li> <li>NPPG</li> </ul>
<b>ENROLLMENT AND EDUCATION</b>	<ul style="list-style-type: none"> <li>Track eligibility</li> <li>Notify participants of eligibility</li> <li>Establish deductions with payroll</li> <li>Conduct onsite enrollment workshops</li> <li>Conduct ongoing employee education</li> </ul>	<ul style="list-style-type: none"> <li>Transamerica</li> <li>Transamerica</li> <li>Adopting Employer</li> <li>401(k) &amp; 403(b) Fiduciary Advisors, Inc</li> <li>Transamerica/401(k) &amp; 403(b) Fiduciary Advisors, Inc</li> </ul>
<b>PARTICIPANT ASSISTANCE</b>	<ul style="list-style-type: none"> <li>Provide asset allocation tools</li> <li>Explanation of distribution options and tax and tax implications</li> <li>Qualified domestic relations order (QDRO) support and analysis</li> </ul>	<ul style="list-style-type: none"> <li>Transamerica</li> <li>Transamerica</li> <li>NPPG/Transamerica</li> </ul>

## 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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<sup>1</sup>Refer 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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