NPPG

Northeast Professional Planning Group, Inc.

An Employee Benefits, Retirement Planning & Actuarial Consulting Firm

ERISA 3(16) FIDUCIARY SERVICE

NPPG

Employer Fiduciary Responsibilities

Every day, employers face unique challenges, take risks and overcome obstacles to operate smoothly with a goal towards financial success. Whether large or small, employers that provide a retirement plan all face one common risk: fiduciary responsibility. Employers that provide a retirement plan have a fiduciary responsibility to keep the plan in compliance with the Employee Retirement Income Security Act (ERISA). Due to the complex and ever-changing maze of regulatory rules, plan sponsors can often find it difficult to meet their fiduciary responsibilities placing them at risk for costly fines, penalties and legal ramifications.

In light of this, prudent employers understand the need to appoint an ERISA 3(16) plan administrator to manage the day- to- day plan operations. The appointment of a plan administrator can alleviate time consuming administrative functions and effectively minimize liability exposure for the plan sponsor.

At Northeast Professional Planning Group (NPPG), we recognize the intricacies of retirement plan management and the encompassing fiduciary responsibilities. Through our professionals' experience and continuing education we are well-versed in the nuances of both ERISA fiduciary and government regulatory requirements. When appointed as your ERISA 3(16) plan administrator, we take on the majority of the fiduciary risk enabling the plan sponsor to focus on company growth.

Alleviate Fiduciary Risk by Appointing NPPG as your ERISA 3(16) Plan Administrator

Under ERISA 3(16) the plan administrator is the fiduciary specifically named in the plan document. Conversely, if no one is designated the plan sponsor is the administrator of the plan. The plan administrator is responsible for handling all plan operations such as: providing summary plan descriptions, participant disclosures, approving plan distributions, approving and signing Form 5500 and other important plan duties. Unlike a third party administrator (TPA) who prepares the government forms, the plan administrator is held accountable to approve, sign and file the required government forms by specific deadlines. If these ERISA obligations are not met, the plan administrator could be subject to fines and possible legal action from plan participants.

In the role of the appointed ERISA 3(16) plan administrator, NPPG will competently manage the oversight of the daily plan responsibilities such as reasonableness of vendor compensation under 408(b)(2), providing summary plan descriptions, complying with participant disclosures under 404(a)5 and 404(c), approving plan QDRO's and other distributions, approving, signing and filing IRS Form 5500, and other responsibilities. If, in the event the plan is assessed a fine or a participant lodges a dispute, NPPG would be responsible to handle all such matters with regard to payment of any fines and legal defense cost. In addition to the strength and experience of NPPG, we confidently maintain errors and omissions insurance through a carrier that is rated Excellent by A.M. Best Company.

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NPPG ERISA 3(16) Plan Administrator Fiduciary Services

- Form 5500 Filings
- QDRO Determinations
- Benefit Payments
- Loan Review and Approval
- Approval of Mandatory Distributions
- Making Eligibility Determinations
- Preparation of Enrollment Packages for Newly Eligible Participants (additional fee will apply)
- Approval of Rollovers into Plan
- Determination of Participant Disability
- Elective Deferrals
- Preparation of Notices
- Monitoring Duties
- Summary Plan Descriptions
- Document Request
- Legal Process

*This list is not inclusive of all plan administrative responsibilities.

The decision to appoint a 3(16) fiduciary does not negate the plan sponsor of all fiduciary responsibilities. The plan sponsor can be held accountable for the hiring of a service provider such as in the appointment of a 3(16) fiduciary. Performing due diligence in the selection of a service provider will enable the plan sponsor to evaluate and compare provider services to ensure a sound decision for the plan and it's participants.

Why NPPG?

NPPG has nearly two decades of experience designing and administering retirement plan service solutions. It's average plan administrator has more than 15 years of experience helping employers of all sizes design solutions that attract top talent, build retirement savings as well as meet business and financial goals. NPPG's comprehensive ERISA 3(16) administration and 3(21) or 3(38) investment fiduciary services combine expertise with robust selection analysis and on-going monitoring of plan investments; providing plan sponsors with peace of mind that they are offering participants a compliant retirement plan with appropriate investment options and reasonable fees. Since 1997 more than 1,500 clients with greater than $2 billion in pension assets put their trust in NPPG.

In addition to the plan administrator fiduciary responsibility, there are additional ERISA fiduciary roles required of qualified retirement plans. NPPG is able to assist with investment manager and investment advisor services, commonly referred to as ERISA 3(21) and 3(38).

For more detailed information about NPPG's fiduciary service including ERISA 3(16) plan administrator, 3(21) investment advisor co-fiduciary or 3(38) discretionary investment manager contact your NPPG representative.

A Comprehensive Benefits Program saves your company time and money when administered by a single consulting firm.

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