



# **A Guide to PensionSite.Org Services**

**PensionSite.Org**

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**PensionSite.Org (PSO)** provides a wide range of services, including:

- Feasibility Studies
- Plan Design
- Plan Installation
- Actuarial Services
- Third-Party Annual Administration
- Compliance Testing
- Annual Reviews
- Employee Seminars
- Plan Terminations

In addition, we provide consulting services and compliance analysis, as well as IRS, DOL and PBGC audit support.

We currently administer over 500 retirement plans, with more than 10,000 active participants. Our clients range from a one-person self-employed individual to companies with more than 1,000 employees.

Operating under the associates concept, we have more than 90 years of experience in the pension, legal and actuarial business. Our firm model is that of a team. Our company includes the following departments:

- Census
- Actuarial
- Accounting
- Legal
- Contribution
- Administrative
- Compliance
- Management

All PSO employees will work with the plan at one point or another. This means your plan does not rely solely on the expertise of one individual. Instead, the entire PSO team will work with you or your designated plan contact.

Our professional retirement plan administrators, consultants and accountants work with you and your advisors to coordinate deductions, accruals, deposits and any other plan-related matters. In other words, all parties involved with the retirement plans for whom we perform third-party administrative duties will be informed of plan activities.

### **PLAN DESIGN SERVICES**

Our firm does not believe in the cookie-cutter plan. Our wide experience in retirement plan design and administration will provide the best possible plan design and a plan tailored to meet your specific needs and goals. To ensure the plan we design is right for you, we consider:

- how much the plan should cost
- how to fund the plan
- how to assist you in achieving the greatest tax savings
- who should participate
- how benefits can be tailored to meet your objectives.

### **INSTALLATION SERVICES**

To ensure the plan is installed in the most efficient and convenient manner, we:

- work with you and your attorneys on plan documents
- provide announcements for the participants
- conduct employee seminars
- complete benefit statements for each participant
- prepare I.R.S. approval forms.

## ANNUAL ADMINISTRATIVE SERVICES

To guarantee the plan remains on the right course, we:

- remind you and your attorneys when it is time to bring the plan documents up-to-date
- compute new benefit levels each year
- conduct employee seminars
- provide actuarial services
- determine and maintain participants' account records
- prepare I.R.S., D.O.L. and P.B.G.C. reporting forms
- prepare benefit statements for each participant
- process participant terminations and retirements
- provide information as required
- consult with you and your attorneys on matters of plan operation.

We continue to monitor the plan to ensure its ongoing effectiveness. This includes reviewing new legislation, IRS regulations, rulings and court decisions.

We at PSO value our clients, and the trust they have placed in us with something as important as retirement planning. We strive every day to ensure that our clients are happy both with their retirement plan(s) and the service we provide.

If you would like more information on PSO or the services we can provide to your company, please do not hesitate to contact us.

## PSO FEES

If PSO administers your plan, our fees are as follows:

### **Plan Installation** \$2,500

Plan installation includes all activities necessary to prepare the plan document and obtain IRS approval of the plan's tax-qualified status. This includes the following:

- preparation of the plan's adoption agreement
- preparation of the summary plan description (SPD)
- preparation of all forms necessary to submit the plan to the IRS for approval
- preparation of notices to employees
- submission to IRS
- communications with IRS throughout approval process

### **Plan Administration**

**Base annual administration fee** \$2,250

**Per participant fee** \$50/each

**Accounting to complete annual valuation of assets** \$125/hr

**ADP and ACP testing** \$200/hr

(nondiscrimination testing for salary deferrals and matching contributions)

### **Transactional or Optional**

**Participant distributions** \$100/per participant

(including distribution form, calculation of vested benefit and distribution instructions)

**Comparability analysis** \$200/hr

(cross-tested profit sharing plans)

**Compliance/Consulting** \$150/hr

(usually to resolve discrimination testing issues, accounting discrepancies, additional requests by client, meetings (communicated in advance))