

# Responsibilities upon Joining the **MEMBERS 401(k) Advantage** MEP

Your Company will no longer be Responsible for the Following Tasks:	MEMBERS 401(k) Advantage Duties	Company Duties
• <i>Plan Sponsor and Named Fiduciary</i>	✓	
• <i>Appoint and Monitor all other Plan Fiduciaries &amp; Service Providers</i>	✓	
• <i>Annual Plan Audit</i>	✓	
• <i>Filing Annual Form 5500</i>	✓	
• <i>Fidelity Bond</i>	✓	
• <i>Managing Plan Deadlines &amp; Plan Calendar</i>	✓	
• <i>Plan Fiduciary File</i>	✓	
• <i>Plan 404(c) Compliance</i>	✓	
• <i>Annual Testing Rights, Benefits &amp; Features for your Company</i>	✓	
• <i>Benchmarking Annual Plan Fees, Investment Return and Comparisons to Peer Group</i>	✓	
• <i>Monitor Plan Performance of all Investment Options &amp; Remove or Replace as Appropriate</i>	✓	
• <i>Determine Participant Eligibility</i>	✓	
• <i>Conduct Participant Enrollment and Educational Meetings</i>	✓	
• <i>Plan Participant Hardship Withdrawals</i>	✓	
• <i>Plan Participant Loans</i>	✓	
• <i>Distributions &amp; Rollover Requests for Terminated Participants.</i>	✓	
• <i>Investment Policy Statement (s) (IPS)</i>	✓	
• <i>Conduct Quarterly Investment Committee Meetings</i>	✓	
• <i>Notices Prepared for Active Plan Participants and for Terminated Plan Participants</i>	✓	
Your Company will be Responsible for the Following Tasks:	MEMBERS 401(k) Advantage	Company Duties
• <i>Select Customized Plan Rights, Benefits &amp; Features to meet your Company's needs</i>		✓
• <i>Payroll Deposits &amp; Deferrals made in a Timely Manner</i>		✓
• <i>Distribution of Notices by either emailing or mailing</i>		✓
• <i>Provide Final Annual Census and Payroll Data for Testing and Audit Purposes</i>		✓

## Adopting the "**MEMBERS 401(k) Solutions**"

**Your Business is Delegating Fiduciary Responsibility\***

\* "The Law and Courts encourage those in control of the plan to delegate the responsibility to "skilled professionals" who are familiar with such matters."

*US Court of Appeals - Katsaros v. Cody 774F2d at 270*

**MEMBERS 401(k) Advantage**

 Keys to Retirement