Pension Plan Consultants LLC

Employee Benefit Plan Administrators & Consultants

Pension Plan Consultants LLC ("PPC") is a specialized independent third party administrator ("TPA") who designs, implements and maintain qualified retirement plans. We partner with financial institutions, and plan sponsors, as well as financial advisors, accountants, consultants, insurance agents and financial planners to provide services for qualified retirement plans. Our clients are range in size from five to five hundred and are corporate and governmental entities.

Implementing a retirement plan can provide many benefits for your organization and its employees. However, the administration of a plan is often a complex and confusing process. For a plan to function properly, it requires a team that works together. This team includes the employer (plan sponsor), a financial professional, a TPA, and the employees. An independent TPA like PPC, can take the confusion out of plan administration and in turn contribute to the success of your plan.

Installation and Plan Conversion Services

- Work with the Client to develop the design of a retirement program which best meets its objectives;
- Gather all transitional plan information;
- Setup all transfer loan(s) (if applicable);
- Prepare a plan administration reference binder;
- Review enrollments for proper beneficiary disclosure rules;
- Identify deferral amounts from enrollment for use in payroll;
- If Client requests, TPA will prepare a plan and trust document for Client's review and signature. In addition to the plan and trust document, TPA will prepare a Summary Plan Description ("SPD") for distribution to Client's employees. The SPD will describe the provisions of the Plan.

Annual Administration Services

- Verify that participants were offered the Plan as of the date on which they become eligible for participation in the Plan;
- calculate contributions and/or forfeiture allocations;
- Coverage testing under Code section 410(b);
- Nondiscrimination testing under Code section 401(a)(4);
- ADP and ACP testing under Code sections 401(k) and 401(m), including identifying highly compensated employees and/or necessary corrections for failed tests;
- Monitoring for maximum deferral limitations under Code section 402(g);
- Determination of participants eligible for catch-up contributions under Code section 414(v) and whether any contributions made by any participant qualifies;
- Monitoring of maximum contribution limits or benefit limits under Code section 415;
- Calculation of the vesting of employer contributions;
- Assist Client with contribution submissions (if applicable);
- IRS Form 5500 and all related tax schedules
- Calculation of maximum deduction limits in Code section 404;
- Top heavy testing under Code section 416, including determination of key employees and calculation of required minimum top heavy benefits or contributions;
- Assist Client in determining eligibility for hardship or other distributions, including exclusion from eligibility to make deferrals following a hardship distribution, and assist in making distributions of benefits from the Plan to eligible participants;
- 70 ½ Required Minimum Distributions (RMD) calculations;
- Such other compliance monitoring or testing as may be required by future changes in law or applicable regulations;
- Prepare the Annual Return/Reports and relevant attachments for Client's signature, as appropriate;
- Prepare benefit and/or account statements (to the extent not prepared by the plan's record keeper) for Plan participants and the Summary Annual Report (SAR);
- Prepare Act 205 Bi-Annual reporting

Value Added Services

- Provide assistance with IRS and Dept. of Labor audits
- Processing of hardship withdrawals/Distributions
- Initial Loan Set-ups and ongoing maintenance
- Implementation of Qualified Domestic Relations Orders
- Tax Reporting Forms 1099R
- Fidelity Bond Coverage

Our Mission is to help our clients build financial security through quality plan design and outstanding service, delivered at an excellent value. We are constantly searching for new ways to improve speed and accuracy, while keeping costs reasonable.

Service Guarantee – We provide a guarantee of prompt and accurate service. If any aspects of the services we offer do not meet your expectations, we will correct the problem to your satisfaction. If we are unable to do so, we will waive the fees assessed for that service.

********** *Expert Advice • Innovative Design • Personalized Service* **********

1000 Germantown Pike • Suite H-1 • Plymouth Meeting, PA 19462 • (484) 636-3421 • www.PPC-TPA.com