ERISA Fiduciary Services 3(16) Service

As the 3(16) Plan Administrator for the 401k Plan, ERISA Fiduciary Services, Inc. assists with the administrative responsibilities for the plan, including:

Distribution of Plan Notices to Participants:

- Participant Packages/Blackout Notices
- Participant Fee Disclosures
- Summary Annual Report (SAR) Qualified Default Investment Alternative (QDIA) Notices
- Fund Mapping/Fund Change Notices
- Summary Plan Description (SPD) Safe Harbor Notices (if applicable) Automatic Contribution Arrangement (ACA) Notices (if applicable)

Participant Issues

- Handling participant issues, including enrollment, rollovers, QDRO's, and reviewing hardship distribution requests.

Enrollment Kits

- Mailing enrollment packages to newly eligible participants (service begins after implementation of the plan).

Form 5500

- Signing and Filing Form 5500 and 8955-SSA.

Terminated Participants

- Forcing out terminated participants with a vested balance under $7,000 in the plan.

Plan Administrator's Signature

- Signing anything requiring plan administrator's signature

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