

3(16) Fiduciary Services Request for Proposal

Plan Contact:	_____	Estimated Value of Plan Assets:	_____
Contact Email Address:	_____	Investment Platform/Recordkeeper:	_____
Plan Name:	_____	Number of Eligible Participants:	_____
Third Party Administrator (TPA):	_____	Plan Entry Dates:	_____
Payroll Provider:	_____	Reason for Inquiry:	_____

(Please select all options that apply.)

NOTICE DISTRIBUTION

- | | |
|--|---|
| <input type="checkbox"/> Summary Plan Description | <input type="checkbox"/> Auto Enrollment |
| <input type="checkbox"/> Summary of Material Modifications | <input type="checkbox"/> QDIA Notice |
| <input type="checkbox"/> Summary Annual Report | <input type="checkbox"/> 404(a)(5) Notice |
| <input type="checkbox"/> Safe Harbor Notice | <input type="checkbox"/> Blackout Notice |

CORE SERVICES

- | | |
|---|---|
| <input type="checkbox"/> Maintain fully-executed plan document | <input type="checkbox"/> Review and sign Form 5500 and Form 8955-SSA |
| <input type="checkbox"/> Retain completed election forms and beneficiary designations | <input type="checkbox"/> Evaluate eligibility for loans and distributions |
| <input type="checkbox"/> Send initial enrollment packages to participants | <input type="checkbox"/> Authorize/Approve Distributions |
| <input type="checkbox"/> Eligibility verification (no more frequent than quarterly entry) | <input type="checkbox"/> Authorize/Approve Loans |
| <input type="checkbox"/> Ensure timely remittance of 401(k) deferrals | <input type="checkbox"/> Notify payroll provider of loan deductions |

ENHANCED SERVICES

- | | |
|--|---|
| <input type="checkbox"/> Review and verify auto-enrollment to participants | <input type="checkbox"/> Confirm salary deferrals and loan repayments are properly implemented on payroll reports |
| <input type="checkbox"/> Review and verify auto-increase of deferral rates to participants | <input type="checkbox"/> Advise fundholder/payroll provider/plan sponsor of election changes |
| <input type="checkbox"/> Review suspension and reinstatement of deferrals for hardship | <input type="checkbox"/> Maintain fidelity bond and review annually for compliance |
| <input type="checkbox"/> Submit payroll contributions to investment platform | |



Anchor 3(16)
Fiduciary Solutions, LLC