

TPA/Compliance Administration Evaluation

Experience/Background

1. Are you a member of the American Society of Pension Professionals and Actuaries (ASPPA)? ☐ Yes ☐ No
2. How many locations? Please list _____
3. How many plans does your firm currently support? _____
4. What is your typical plan size (assets and participants)? _____
5. Which RK platform(s) do you most commonly work with? _____
6. Which plan type(s) do you work with regularly? ☐ 401(k) ☐ 403(b) ☐ 457 ☐ NQDC ☐ Cash Balance ☐ DB ☐ Profit-Sharing
7. Is a member of your staff the advisor of record on any plans or otherwise receiving commission or advisory fee-based compensation on any plan(s)? ☐ Yes ☐ No
8. What is your average client tenure with your firm? _____

Staffing/Support

9. How many staff do you have? _____
10. How many client-facing/consultant versus back office/call center? _____ / _____
11. Which credential(s) do you require your staff to have/maintain? _____
12. Is there a single primary point of contact for the plan sponsor? ☐ Yes ☐ No
13. How many plans are your client-facing consultants responsible for, on average? _____

Communication

14. What is your policy in responding to inquiries, and how is that monitored/measured? _____
15. What is your standard method of communicating important plan-specific issues with clients? ☐ Automated emails ☐ Personalized emails ☐ Phone call ☐ Other
16. Do you typically include the advisor of the plan on all correspondence to a client? ☐ Yes ☐ No ☐ Upon request

Services

17. Is plan sponsor education (e.g., the meaning of terms in their plan document, legislative changes, plan design suggestions) part of your standard service? ☐ Yes ☐ No
18. On what frequency?
☐ Annually ☐ Upon request ☐ Upon role change
19. Do you offer 3(16) services? ☐ Yes ☐ No
20. How do you take revenue-sharing into account when pricing your services for a client? ☐ Full offset of fees ☐ Partial consideration ☐ Custom pricing ☐ No offset ☐ Other (please explain) _____
21. Will you price your services on a revenue-neutral basis and direct-bill the client? ☐ Yes ☐ No
22. With regard to drafting plan amendments, is it: ☐ Incl. in base fee ☐ Incl. in document maint. fee ☐ Billed separately ☐ Not incl. in base fee.
23. With regard to plan restatements, is it: ☐ Incl. in base fee ☐ Incl. in document maint. fee ☐ Billed separately ☐ Not incl. in base fee.

Administration/Compliance

Do you:

24. Perform eligibility verification prior to each entry date?
☐ Yes, prior to each eligibility entry date (Prospectively incl. deferral eligibility) ☐ Yes, annually during compliance testing (Retroactively) ☐ Yes, but only upon request ☐ No
25. Provide/distribute required plan notices?
QDIA: ☐ EE ☐ ER ☐ RK ☐ No
Safe Harbor: ☐ EE ☐ ER ☐ RK ☐ No
Fee Disclosure: ☐ EE ☐ ER ☐ RK ☐ No
SAR: ☐ EE ☐ ER ☐ RK ☐ No
Auto Enrollment: ☐ EE ☐ ER ☐ RK ☐ No
Contr. Escalation: ☐ EE ☐ ER ☐ RK ☐ No
26. Do the following compliance tests:
ADP: ☐ Yes, incl. in base ☐ Yes, extra charges ☐ No
ACP: ☐ Yes, incl. in base ☐ Yes, extra charges ☐ No
Top-Heavy: ☐ Yes, incl. in base ☐ Yes, extra charges ☐ No
Maximum Annual Addition (415): ☐ Yes, incl. in base ☐ Yes, extra charges ☐ No
402(g): ☐ Yes, incl. in base ☐ Yes, extra charges ☐ No
Cross-Testing: ☐ Yes, incl. in base ☐ Yes, extra charges ☐ No
401(a)(26) Minimum Participation: ☐ Yes, incl. in base ☐ Yes, extra charges ☐ No
414(s) Compensation: ☐ Yes, incl. in base ☐ Yes, extra charges ☐ No
410(b) Minimum Participation: ☐ Yes, incl. in base ☐ Yes, extra charges ☐ No
Combined plan testing: ☐ Yes, incl. in base ☐ Yes, extra charges ☐ No
27. Perform the following employer contribution calculations:
Year-end Match: ☐ Incl. in base charge ☐ Extra charge ☐ No
True-up: ☐ Incl. in base charge ☐ Extra charge ☐ No
Profit-sharing: ☐ Incl. in base charge ☐ Extra charge ☐ No
Corrective contribution: ☐ Incl. in base charge ☐ Extra charge ☐ No
28. Reconcile contribution deposits to participant contribution records? ☐ Yes, routinely ☐ Yes, upon request ☐ No
29. Prepare plan filings (Form 5500, 8955, 5330, etc.)?
☐ Yes, routinely ☐ Yes, upon request ☐ No
30. Prepare and/or review distribution calculations?
☐ Yes, routinely ☐ Yes, upon request ☐ No
31. Prepare and/or review QDRO analysis and process?
☐ Yes, routinely ☐ Yes, upon request ☐ No
32. Speak with participants regarding loans/distributions?
☐ Yes, routinely ☐ Yes, upon request ☐ No
33. Prepare and/or review participant loan calculations?
☐ Yes, routinely ☐ Yes, upon request ☐ No
34. Perform missed/late deferral calculations (includ. missed earnings)? ☐ Yes, routinely ☐ Yes, upon request ☐ No
35. Take the lead on any required correction filings (late deposit calculations, VCP, EPCRS, etc.)
☐ Yes, routinely ☐ Yes, upon request ☐ No
36. Work directly with the plan's auditor to resolve questions/issues?
☐ Yes, routinely ☐ Yes, upon request ☐ No
37. Any other information about your firm/practice you'd like to share?

