

Plan Name: _____

Plan Sponsor Responsibilities:

- Overall plan operation.
- Select a plan design that best meets the company’s objectives. Choose plan’s investment options.
- Appoint a Third Party Administrator (TPA) to ensure plan compliance with Federal qualification requirements.
- Provide the TPA with employee data, contribution information and beneficiary designations.
- Review plan document, summary plan description and other plan documents with legal counsel.
- Maintain records provided by Aetna and the TPA, including any applicable participant cost-basis for taxes.
- Administer the plan in accordance with the requirements of ERISA and tax rules.
- Communicate plan to employees: distribute disclosure materials; answer employee questions.
- Make plan contributions, consistent with Aetna’s money collection specifications.
- Review and reconcile payroll contribution information with contract investment reports.
- Provide Aetna and TPA with new enrollee and contribution change information to facilitate re-enrollments.
- Authorize plan disbursements and forfeiture allocations and ensure accuracy of information provided.
- Assure participant enrollment information is provided to Aetna before funds are deposited to the contract.

Third Party Administrator Responsibilities (per TPA service agreement)

- Prepare Plan & Trust documents and Summary Plan Description for sponsor approval
- Provide plan specification and design consulting.
- Furnish IRS/DOL filings upon plan installation and annual 5500 tax forms.
- Determine and maintain record of employee status, compensation and contribution information.
- Provide participant benefit statements and Summary Annual Reports as needed.
- Test and monitor for participation, anti-discrimination and contribution compliance.
- Provide technical support and guidance to Plan Sponsors regarding legislative changes, their impact on the retirement program and provide recommendations for appropriate modifications, if necessary.
- Assist in administration of spousal rights and applicable elections/waivers.
- Calculate vested benefits for plan disbursements and determine forfeiture allocations.
- Manage all loan administration activities, including: loan amortization, tracking loan payments and withdrawal information, and creating 1099’s for loan defaults and withholding.
- Assist with hardship withdrawal information.
- Provide timely allocation instructions for forfeitures and transferred assets and remit to Aetna in approved electronic format.

Aetna Responsibilities (per terms of contract)

- Provide timely application of financial transactions when received in good order.
- Offer 24 hour account information and investment changes by phone and Internet.
- Maintain investment records called for by contract.
- Provide fund valuation on a daily basis.
- Provide standard contract reports showing fund activity and account balances.
- Provide Schedule A information as required by regulations.
- Provide monthly investment newsletter to Plan Sponsors.
- As directed by sponsor, disburse plan assets and provide associated 1099 information.
- Upon request, provide participant information at termination or retirement concerning distribution options.
- Allocate forfeitures and transferred assets as soon as instructions received in good order. (Allocated contracts).
- Provide standard contract services and additional services as agreed.

Reviewed and approved by:

Trustee/Named Fiduciary Name & Signature	Third Party Administrator Name & Signature	Aetna Representative Name & Signature
Date	Date	Date