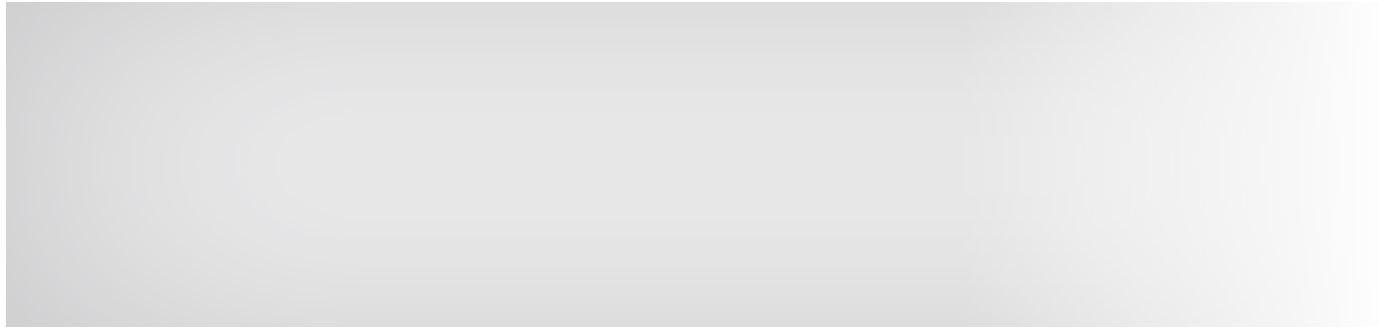


# Advisor 401(k) Service Overview

PREPARED FOR



**Advisor Services include:**

# Service Overview

Date:

Client Name:

*In order to support the health of your plan, let's spend a few minutes outlining your specific goals and objectives for your company's plan, as well as the services I can help you identify to meet your plan goals. This summary is our road map to ensure the plan meets the requirements of your company and employees. The Service Overview makes it easy for you to review all of the services available to your plan.*

## 401(k) Baseline Demographics – (Refer to Plan Health Assessment if applicable)

|                                |  |                               |                     |                        |
|--------------------------------|--|-------------------------------|---------------------|------------------------|
| Plan Assets:                   |  |                               |                     |                        |
| Total # of Eligible Employees: | # of Eligible Employees Contributing – Not Contributing: | # of Terminated Participants: | Participation Rate: | Average Deferral Rate: |
|                                |  |                               |                     |                        |

### 401(k) Plan Goals

- Increase plan participation
- Increase average deferral rate
- Improve asset allocation
- Increase employee awareness and satisfaction with the plan
- Provide increased non-401(k) financial education programs
- Provide administrative/vendor support
- Simplify Operational Complexity
- Removal of terminated participants
- Maximize contributions for owners and key employees
- Minimize contribution refunds to highly paid employees
- Improve retirement readiness outcomes for all employees
- Maximize business tax deductions

### Additional Employee Goals

- Financial literacy
- Financial planning
- Improve asset allocation
- Debt education/management
- Insurance needs
- \_\_\_\_\_
- \_\_\_\_\_

**Administrative/Vendor/Service Provider Support**

Plan Assessment – review of Plan Design, compliance, recordkeeping and investment suitability

**Services Included:**

- Compliance testing review and suggestions
- Review of Plan Design features (safe harbor/auto enrollment/auto escalation/distribution options/small balance cash out) and suggestions
- Service and fee review
- Request for Proposal

**Service Providers**

- \_\_\_\_\_
- \_\_\_\_\_

**Third-Party Administrator (TPA)**

- \_\_\_\_\_

**Comments:**

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**Investment Support Services**

Investment Menu Assessment – comprehensive review of plan investments

**Services Included:**

- Investment line-up review (performance vs benchmark/fees/etc.) and suggestions
  - Desired future frequency
    - Annual
    - Semiannual
    - Quarterly
- Investment Policy review and suggestions
  - Employer has an Investment Policy
  - No Investment Policy, but desire to establish
  - No Investment Policy, and do not expect to add a policy
- QDIA review and suggestions
  - QDIA Designated by Plan Currently
  - No QDIA Designated by Plan Currently, but wish to create
  - No QDIA Designated by Plan Currently, and do not expect to add a QDIA

**Investment Support Provider**

- \_\_\_\_\_
- \_\_\_\_\_

**Comments:**

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**Fiduciary Support Services**

- 3(38) Investment Manager Service Provider  
\_\_\_\_\_
- 3(21) Co-fiduciary Service Provider  
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- 3(16) Administrative Services Provider  
\_\_\_\_\_

**Participant 401(k) Education Programs**

**Services Include:**

- Enrollment meetings  
Desired future frequency  
 Annual       Evenings  
 Semiannual     As Needed  
 Quarterly  
 Monthly
- Investment/Asset allocation support
- Increasing contributions
- Retirement Planning/Distribution Options
- Understanding fees and expenses  
Desired future frequency  
 Annual       Evenings  
 Semiannual     As Needed  
 Quarterly  
 Monthly

**Education Provider**

- \_\_\_\_\_
- \_\_\_\_\_

**Comments:**

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**Participant Non-401(k) Education Support Services Provided by Financial Provider**

- Education Seminars (potential topics)
- Investment Basics
- Social Security
- Retirement Planning

**Desired future frequency**

- Annual       Evenings
- Semiannual     As Needed
- Quarterly
- Monthly

Individual financial education (one-on-one counseling with participants to provide personalized assistance)

- Phone/Email availability
- Financial literacy (debt management, budgeting, etc.)

**Desired future frequency**

- Annual       Evenings
- Semiannual     As Needed
- Quarterly
- Monthly

**Comments:**

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*As your financial advisor of record, selected to help support your plan and its goals, my role is to keep your plan running smoothly and help you and your employees make the most of this retirement benefit. I am committed to providing your company and employees with outstanding service, directly through the service providers you have contracted. Consumers who work with an advisor are more likely to save for retirement (78 percent) compared to those without advice (43 percent).\**

I look forward to working with you and your employees. I can help ease some of the educational expectations employees place on you, while at the same time, empowering them control over their retirement savings. Experience and previous studies show that empowering employees is highly important to increasing employee engagement and increasing savings.\*\*

Next date we will review the Service Commitment document: \_\_\_\_\_

\*LIMRA Secure Retirement Institute

\*\*ING Retirement Research Institute