

# Fiduciary Assistant Service Checklist

## MORE TIME. LESS LIABILITY.

Retirement plans come with numerous administrative tasks and tedious details, not to mention fiduciary liability, but we can help. Let us take on some or all of your retirement responsibilities and liability, depending on the level of service you choose.

Interpret plan document provisions and apply to agreed upon plan operations	SimplySignature	SimplySecure	SimplySecureMore
<b>3(16) Plan Operational Oversight</b>			
Interpret plan document provisions and apply to agreed upon plan operations		✓	✓
Provide participants and plan sponsor assistance on plan transactions and plan-related questions		✓	✓
Respond to and act accordingly on recordkeeper notifications		✓	✓
Prepare, review, approve, and assure timely delivery of the plan's ERISA-required notices and disclosures		✓	✓
Routinely review compliance deposits with DOL timing requirements, advise plan sponsor of untimely remittances, and recommend steps for corrective action		✓	✓
Receive, review, approve, and retain loan requests		✓	✓
Communicate the initiation of loan repayment payroll deductions to plan sponsor		✓	✓
Monitor delinquent loans, cure period, deemed distribution requirements, and authorize taxation		✓	✓
Receive, review, approve, and retain distribution requests		✓	✓
Check for, review, and process required minimum distributions (RMDs)		✓	✓
Receive, review, retain, and determine the qualified status of domestic relations orders (QDRO)		✓	✓
Receive, review, approve, and retain hardship distribution requests		✓	✓
Review testing results		✓	✓
Review, sign, retain, and verify timely submission of filings, e.g., Form 5500 annual report with applicable schedules, Form 5558 extension, and Form 8955-SSA	✓	✓	✓
Share plan information with recordkeeper, auditor, and other service providers		✓	✓
<b>Payroll and HR Data Integrity Audit</b>			
Audit payroll data each pay period for errors in census data, contributions, loan processing, etc.			✓
Send corrections of payroll data errors to appropriate service providers			✓
Provide quarterly report documenting our actions in the plan			✓
Determine and confirm employee eligibility			✓
Upload payroll contributions to the recordkeeper		Additional fee	Additional fee