

UPGRADE YOUR RETIREMENT PLAN

Transitioning a plan and what to expect



Offering a quality retirement plan is a valuable tool for employers to recruit, retain and reward Key Employees. It can also provide a tax-savings opportunity for employers to save for their own retirement.

Over time, a company's business goals might change and it is a best practice to review your current plan design, recordkeeper, investments and other service providers to ensure their services satisfy your expectations. Whether your firm is seeking a consultation or a full transition, Premier Plan Consultants is your strategic partner and here to support you every step of the way.

401K
PROFIT SHARING
DEFINED BENEFIT
CASH BALANCE

RECRUIT,
RETAIN AND
REWARD
EMPLOYEES

ALIGN
BUSINESS
GOALS
WITH PLAN
DESIGN

IMPLEMENT A
RETIREMENT PLAN
THAT IS BEST FOR
YOUR COMPANY

INITIAL REVIEW

At Premier Plan Consultants, we begin client engagements with a conversation. It starts by defining your retirement plan objectives and conducting a comprehensive review of all plan design provisions. Then, we present a custom plan design analysis to make sure your company's new retirement plan is aligned in the best possible way to meet your company's goals.

For your custom plan design analysis we will need copies of:

- Plan Adoption Agreement with all plan amendments
- Employee census
- Latest discrimination testing
- Valuation for the most recent plan year-end
- Copy of Form 5500

Once the documents are reviewed and found in good order, we will electronically restate and provide all clients with a secure, paperless copy. Then, we host an on-boarding conference call to clearly identify a timeline for transitioning the plan and to answer any questions.

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Setup a welcome call to identify roles and responsibilities

Support with preparing and filling out prior providers transfer paperwork

Discuss the blackout dates and date of asset liquidation

Coordinate with client and payroll provider for smooth transition process

Prepare and distribute employee notices related to transfer

Remove blackout and begin contributions to new provider

ON-GOING EXPERIENCE

Every year, Premier Plan Consultants will provide on-going support and complete the following requirements:

- + Partner with you to offer a powerful company benefit
- + Be a reliable resource for your questions
- + Review and monitor your retirement plan to ensure it is meeting employer needs as best as possible
- + Complete compliance testing requirements
- + Discuss your current plan design
- + Recommend updates and changes as company goals and/or demographics change
- + Review trust assets to ensure all assets are accounted for and in the correct accounts
- + File the required Form 5500

Premier Plan Consultants will work closely with your business, recordkeeper and advisor to ensure the smooth operation of your plan on a regular basis.

