



Clear Form

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Retirement Plan Consulting & Administration

# FEE SCHEDULE FOR QUALIFIED RETIREMENT PLANS

PLAN NAME: \_\_\_\_\_

PLAN TYPE: Fully Insured Defined Benefit Plan

EFFECTIVE DATE: \_\_\_\_\_

## 1. Installation Services — Paid in advance.

Fully Insured Defined Benefit Plan . . . . . \$1,500.00

## 2. Annual Administrative Services

Fully Insured Defined Benefit Plan

Participant Band*	Annual Administration
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Owner Only . . . . .	\$1,500.00
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2-5** . . . . .	\$2,000.00
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\*Participants will be counted for a plan year based on the prior year’s end of year Active Eligible Employee Count plus the count of Terminees/Retirees with Vested Balances. The First Year of the plan will be based on this count as of the valuation date.

\*\*Fully Insured Plans of more than 5 participants require special approval and administrative fees will be quoted separately.

## I. Installation Services\*\*\*

The Installation Services Fee must be paid before work begins.

- Consult on plan type and design.
- Draft plan document.
- Draft summary plan description.
- Prepare and file Application for IRS Determination Letter (Form 5300 series), if requested.
- Prepare notification to interested parties that the plan will be submitted to the IRS for approval, if requested.
- Establish plan and participant records.
- Review existing plan documents and amendments, if applicable.

\*\*\*Takeover Installation Services Fees are estimated based upon a takeover with no required plan changes or corrections. Plan amendments, restatements, and corrections will be billed separately based upon actual time spent, billed at the analyst hourly rate.

## II. Annual Administrative Services

- Notify plan administrator of upcoming plan anniversary and request data.
- Review annual trust asset reconciliation or reconcile, if necessary.
- Review participant census data for completeness and reasonableness.
- Calculate minimum required and/or maximum allowable contributions.
- Complete defined benefit plan actuarial valuations (min/max contribution, PBGC premium, AFTAP).
- Calculate accrued benefits and full funding limitation for defined benefit plans.
- Prepare annual report for management and benefit statements for participants.
- Prepare Annual Return/Report Form 5500 for IRS/DOL.
- Prepare Summary Annual Report or Annual Funding Notice for participants.
- Prepare PBGC premium forms for defined benefit plans, if applicable.
- Monitor plan for continued compliance with the Internal Revenue Code.

**PRINT NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**SIGN NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Other Administrative Services

Service	Cost	Notes
Multiple Investment Sources . . . . .	\$250.00	Per source
8955 Preparation . . . . .	\$100.00	Per page
5330 Preparation . . . . .	\$300.00	
Delinquent Filer Voluntary Correction Program (DFVCP) . . . . .	\$300.00	
Voluntary Correction Program (VCP) . . .	\$2,000.00	Minimum. Hourly rates apply
Plan Termination (DB) . . . . .	\$1,500.00	Plus distribution fees
Plan Termination (DB PBGC) . . . . .	\$1,750.00	Plus distribution fees
DB Distribution . . . . .	\$150.00	
Hardship/Loan Dist. . . . .	\$200.00	
Qualified Domestic Relations Order (QDRO) . . . . .	\$400.00	Includes Domestic Relations Order review for qualification and subsequent distribution
Audit Support <sup>†</sup> . . . . .	\$500.00	Per request for information
Amended/Additional 5500s. . . . .	\$300.00	
Rush Fee <sup>††</sup> . . . . .	\$750.00	
Valuation ReRun . . . . .	\$750.00	
Projection. . . . .	50% of Base Admin	
Document Restatements . . . . .	\$2,000.00	
Document Amendments . . . . .	\$350.00	
11(g) Corrective Amendments . . . . .	\$475.00	
Manual 5500 Submission with eSignature Authorization . . . . .	\$100.00	

<sup>†</sup>Discounted Audit Support will only be available for audited years in which SAI was the Third Party Administrator. Otherwise, hourly consulting fees apply.

<sup>††</sup>Rush Fee will be charged if complete data is not submitted until one (1) month prior to the funding deadline.

## Hourly Consulting

Analyst . . . . .	\$200.00 per hour
Actuary . . . . .	\$350.00 per hour