



Clear Form

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Retirement Plan Consulting & Administration

FEE SCHEDULE FOR FULLY INSURED 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 [†]	\$500.00	Per request for information
Amended/Additional 5500s.	\$300.00	
Rush Fee ^{††}	\$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	

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

^{††}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