

Retirement Plan Consulting & Administration

## FEE SCHEDULE FOR 401(k)/403(b) PLANS

401(k)/403(b) PLAN NAME: \_\_\_\_\_

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

### 1. Installation Services\* – Paid in advance.

401(k)/403(b) Plan Installation . . . \$2,000.00

### 2. Annual Administrative Services\*

401(k)/403(b) Plan

Participant Band*	Annual Administration
Owner Only . . . . .	\$750.00
2-5 . . . . .	\$1,500.00
6-19 . . . . .	\$2,000.00
20-39 . . . . .	\$2,500.00
40-59 . . . . .	\$3,000.00
60-99 . . . . .	\$3,500.00
100-150 . . . . .	\$5,000.00

\*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.

## 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.
- Allocate earnings, contributions and forfeitures for defined contribution plans.
- Test compliance with ADP and ACP for 401(k) plans.
- Prepare annual report for management and benefit statements for participants who are in a pooled brokerage account.
- Prepare Annual Return/Report Form 5500 for IRS/DOL.
- Prepare Summary Annual Report for participants.
- Monitor plan for continued compliance with the Internal Revenue Code.

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

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

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

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

# Additional Banded Services

**Cross-Testing** – There will be no additional charge for cross-testing for Defined Benefit/Defined Contribution Combo Plans when both plans are administered by SAI.

Participant Band	Annual Cost
2-5.....	\$200.00
6-19.....	\$300.00
20-39.....	\$400.00
40-59.....	\$500.00
60-99.....	\$700.00
100-150.....	\$750.00

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. First Year will be based on this count as of the valuation 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 (DC) . . . . .	\$1,500.00	Plus distribution fees
DC Distribution . . . . .	\$90.00	
Hardship/Loan Dist. . . . .	\$200.00	
Testing Failure Dist. . . . .	\$100.00	
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 <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	

\*\*\*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 5500 deadline.

## Hourly Consulting

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