

Services

Pentegra as ERISA & 3(16) Plan Administrator

Services	Employer/ Plan Sponsor	Pentegra ERISA Plan Administrator & TPA	ADP
Selection and Oversight of Plan Administrator and Other Plan Service Providers	✓		
Provide Accurate Census and Plan Data to Service Providers	✓		
Timely Withholding and Deposit of Employee Contributions and Loan Payments. Verification of Employee Identities.	✓		
Plan Document Administration		✓	
ERISA Fidelity Bond			✓
Oversight of Timely Remission of Employee Contributions and Loan Payments		✓	
Beneficiary Designations			✓
Census & Eligibility Determination			✓
Employee Enrollment			✓
Delivery of Required Documents and Plan Material to Participants		✓	
Plan Operational Compliance		✓	
Calculation of Plan Contributions		✓	
Prepare Required Participant Distribution Forms			✓
Review & Approve Participant Distributions			✓
Manage Plan Forfeitures According to Terms of The Plan			✓
Coordination of Independent Plan Audit and Preparation of Financial Statements		✓	
Prepare, Sign, and File Form 5500		✓	
Prepare, Sign, and File other Required Government Forms		✓	
Management of Participant Claims and Appeal Process, Including Claim Determinations and Notifications		✓	
Investment Platform and Daily Participant Recordkeeping			✓
Plan Sponsor & Participant Internet Access & Call Center			✓
Quarterly Participant Statements			✓
Issue Participant Distribution Payments and Handle Required Withholding and Tax Reporting			✓