

Enhanced PEP Plan Solution: Plan Roles and Responsibilities



Recordkeeper

- ✓ Plan recordkeeping
- ✓ Plan sponsor and participant website
- ✓ Plan sponsor reporting
- ✓ Enrollment processing
- ✓ Contribution processing
- ✓ Distribution processing
- ✓ Loan processing
- ✓ Termination processing
- ✓ Quarterly statements
- ✓ QDRO review and approval
- ✓ Required minimum distributions
- ✓ Annual plan review
- ✓ Tax reporting
- ✓ Relationship management

3(16) Fiduciary Administrator Pentegra

- ✓ Named as Plan Administrator in the plan document
- ✓ Fiduciary responsible for prudent operation of the Plan
- ✓ Prepare sign and file Form 5500
- ✓ Determine vesting
- ✓ Track eligibility
- ✓ Preparation of Summary Annual Report (SAR)
- ✓ Census data maintenance
- ✓ Conduct compliance tests
- ✓ Prepare and maintain plan documents
- ✓ Preparation and distribution of annual participant notices
- ✓ Preparation and distribution of participant fee disclosure
- ✓ Review census data for completeness
- ✓ Plan audit support
- ✓ Interpret plan provisions
- ✓ Fiduciary responsible for Qualified Domestic Relations Orders (QDROs)
- ✓ Fiduciary responsible for compliant participant loans
- ✓ Fiduciary responsible for compliant participant hardship distributions
- ✓ Fiduciary responsible for compliant participant distributions
- ✓ Review and approve non-automated force-outs (involuntary) distributions
- ✓ Fiduciary Warranty
- ✓ Fiduciary Scorecard

Investment Manager

- ✓ 3(38) Investment Manager
- ✓ Select plan investments
- ✓ Manage and monitor plan investments
- ✓ Investment Policy Statement
- ✓ Quarterly Investment Reports
- ✓ 3(21) Participant Education & Advice