



Managing a Successful Retirement Plan Roles & Responsibilities

Implementation	RKG	Advisor	Recordkeeper	Plan Sponsor
Plan Consulting and Design	x	x		
Prepare Plan Document	x			
Prepare Summary Plan Description	x			
Prepare Onboarding Paperwork	x	x	x	
Sign Onboarding Paperwork	x	x		x
Select Plan Investments/Assist Investment Fiduciary		x		
Provide Initial Participant Census Data				x
Host Plan Sponsor Welcome Calls	x		x	
Send Termination Notice to Prior Recordkeeper/TPA				x
Coordinate Transfer of Assets			x	
Purchase ERISA Fidelity Bond				x
Provide Takeover Items to TPA				x
Payroll, Contributions & Keeping Employee Data up to Date	RKG	Advisor	Recordkeeper	Plan Sponsor
Enter Contributions into Payroll System				x
Remit Contributions to Recordkeeper				x
Enter New Hires to Recordkeeper System				x
Enter Termination Dates to Recordkeeper System				x
Remit Hours to Recordkeeper if Plan has Hours Requirements				x
Coordinate Payroll Integration (if applicable)			x	x
Provide Ongoing Participant Education		x	x	x
Employee Education	RKG	Advisor	Recordkeeper	Plan Sponsor
Provide Education Materials		x	x	
Conduct Participant Enrollment Meetings		x	x	
Provide Ongoing Participant Education		x	x	
Recordkeeping	RKG	Advisor	Recordkeeper	Plan Sponsor
Daily Valuation of Participant Accounts			x	
Allocation of Contributions by Money Type			x	
Plan Sponsor Website			x	
Provide Participant Website			x	
Participant Access to Call Center Support			x	

Compliance & Reporting	RKG	Advisor	Recordkeeper	Plan Sponsor
Remit Accurate Census Data to TPA Annually				X
Provide Online Portal for Census & File Repository	X			
Year-End Trust Report Statements			X	
401(k) & 401(m) Testing	X			
Top Heavy Testing	X			
415 Limit Monitoring	X			
401(a)(4) Testing	X			
Profit Sharing & Forfeiture Allocations	X			
IRS Form 5500 Series & Schedules	X			
Summary Annual Report	X			
Provide Participant / Sponsor Statements			X	

Distributions	RKG	Advisor	Recordkeeper	Plan Sponsor
Benefit Event Guidance & Consulting	X		X	
Review of Entitlement & Vesting	X		X	
Calculation of Distribution / Loan Amount	X		X	
Completion of Fund Company Forms	X		X	
Issuance of Checks			X	
Loan Amortization / Tracking			X	
Preparation of 1099-R			X	
Tax Withholding / remittance to IRS			X	

Consulting	RKG	Advisor	Recordkeeper	Plan Sponsor
Technical Support in Plan Design & Operation	X	X		
Compliance Monitoring/Legislative Updates	X	X	X	
Plan Amendments / Summary of Material Modification	X			

