

Retirement Plan Sponsors have countless tasks to complete to remain in compliance with rules and regulations.

Q: Are you providing eligible employees and participants with all of the required plan-related notices throughout the year?

Q: Are you notifying employees when they are eligible to participate as well as providing necessary plan and enrollment information?

If the answer to the questions above are anything but, "Yes, I do and I enjoy doing these tasks!", let Spectrum handle them for you.

3(16) SERVICES

PLAN NOTICE DELIVERY
ELIGIBILITY NOTIFICATIONS



	Employee Eligibility Monitoring & Entry Notifications 8	Summary Plan Description 1, 4	Investment Options Change Notice 1	Qualified Default Investment Alternative (QDIA) 1, 2, 4, 5	Safe Harbor Notice 1, 2, 4, 5	Automatic Enrollment Notice 1, 2, 4, 5	Participant Fee Disclosure 1, 3	Summary Plan Description Plan Restate 1, 6	Blackout Notices 1	Summary Annual Report 1, 5	Summary of Material Modifications 1, 7	8955-SSA Participant Letters Distribution Form & Special Tax Notice 5
No Service	X	X	X	X	X	X	X	X	X	X	X	X
Gold Service Plan Notice Delivery	X	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Platinum Service Plan Notice Delivery + Eligibility Tracking	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

- 1 Delivered to all eligible employees, alternate payees, and terminated employees with a plan balance.
- 2 Per plan provisions.
- 3 14 month rolling requirement.
- 4 Delivered to new hires upon plan entry.
- 5 Delivered annually.
- 6 Delivered based on IRS Plan Restatement Cycle guidelines.
- 7 Delivered within deadlines upon Plan amendments.
- 8 Spectrum will track and notify specified plan contact when newly hired employees are eligible to participate. Includes delivery of enrollment information provided per Recordkeepers process.

Contact us for service & pricing options!

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