COMPASS 360

3(16) SERVICE

As the full scope 3(16) co-fiduciary on your plan, we provide white glove service while performing the duties of the plan administrator as outlined in the plan document.

WHAT WE DO

Our responsibilities as your Full Scope 3(16) service partner may include but are not limited to:

- Acting as a named fiduciary under ERISA on the plan document
- Plan design recommendations and reviews
- Preparing and signing the Form 5500
- Eligibility determination and tracking, mailing enrollment material to new participants and processing enrollment forms
- Tracking the vesting of employee accounts
- Submitting payroll contributions to the plan's record keeper
- Preparing and approving loans, distributions and hardship withdrawals and terminations
- Preparing and distributing all participant notices, as well as annual reports and benefit statements
- Preparing and distributing the Summary Annual Report (SAR)
- Purchasing a fidelity bond for the plan
- Initial and annual discrimination testing

BENEFITS FOR YOU

- Our compliance expertise helps ensure your plan meets changing regulatory requirements
- Professional processes and records management can help limit your fiduciary exposure
- Save time so that you can focus on other important business needs

WHY COMPASS 360?

We're committed to delivering the highest quality advice and service in everything we do. We partner with you and maintain an open dialogue in order to meet your evolving needs.

To streamline communication and ensure your needs are met, a single point of contact will be assigned to your plan. Each of our consultants has more than 15 years of extensive experience in designing and administering retirement plans; our team of actuaries and retirement plan professionals can be counted on to help take the complexity out of regulatory requirements.

To learn more, contact us at **603.778.9920** or **compass360@compass-cg.com**