



## A winning combination for your plan

First Mercantile is more than your retirement plan provider; we are dedicated to your success. We know that your success depends on good employees . . . and good employees demand good benefits. Today, your employees are more financially savvy than ever. They expect the best in retirement plans – easy enrollment, online account access, diversified investment options, sound investment advice and excellent customer service. That's why we have created a team of specialists whose common goal is to provide your company with an exceptional retirement plan.

With this goal in mind, First Mercantile works with your Investment Professional and Third Party Administrator to deliver seamless plan service for you and your participants.

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### First Mercantile

First Mercantile acts as the servicing and operations hub for the retirement plans we support. An abundance of investment options, proprietary recordkeeping, ongoing education for all clients, and a passion for customer service are the main components we bring to the table.

### Investment Professional

Your Investment Professional is the local resource who knows your company plan well. He or she will hold employee enrollment meetings, provide you with investment reporting, as well as offer investment education to your employees. Overall, your Investment Professional is responsible for the ongoing consultation and guidance of the plan.

### Third Party Administrator

The Third Party Administrator provides important administrative services needed to manage a retirement plan. Compliance, plan design and government reporting are just some of the elements the plan administrator contributes to help ensure the administrative fulfillment of your plan.

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A member of the MassMutual Financial Group

# Services and Responsibilities

To administer your plan successfully takes concerted effort among all team members. We have identified below who is responsible for the most important phases and tasks. In most cases several team members share the responsibility of completing an assignment.

	First Mercantile Recordkeeper	Third Party Administrator	Plan Sponsor	Investment Professional
<b>Plan Setup</b>				
Design plan		•	•	•
Prepare Plan Document		•		
Execute document			•	
Produce Summary Plan Description		•		
Conduct enrollment meeting			•	•
Prepare enrollment kits*	•	•		
<b>Plan Setup (Transfers only)</b>				
Gather historical data		•	•	•
Coordinate transfer of assets	•	•	•	•
Provide test contribution			•	
Gather census data and investment allocations		•	•	•
<b>Recordkeeping &amp; Administration</b>				
Provide year-end census data			•	
Allocations (recordkeeping):				
• Employee contributions	•		•	
• Employer ongoing contributions	•		•	
• Employer year-end contributions	•	•	•	
• Forfeitures	•	•	•	
• Earnings and gains/losses	•	•		
• Investment selection options			•	•
• Investment changes	•		•	•
401(k) and 401(m) discrimination testing		•	•	
Top-heavy testing		•	•	
Continuing education		•	•	•
<b>Reporting &amp; Disclosure</b>				
5500 or 5500EZ attachments		•	•	
Summary annual report		•		
Quarterly participant statements	•			
Plan Summary Report	•			
Reconciliation data (if needed)	•	•	•	•
<b>Consulting</b>				
Compliance consulting		•		•
Plan amendments/summary of material modifications		•		•
<b>Distributions</b>				
Calculation of vested benefits		•	•	
Calculations and authorization of plan distributions		•	•	
Calculation of loan amounts		•	•	
Loan amortization*	•			
Tracking of loan repayments*	•		•	
Issuance of checks	•		•	
Tax withholding/remittance to IRS, state, where applicable*	•			
Preparation of Form 1099-R*	•			

\*These services and responsibilities may vary based on plan specifications.