

Fiduciary File Checklist for 401(k) Plan Sponsors

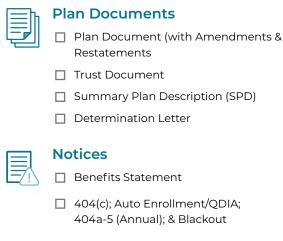
WWW.PACESFERRYWEALTH.COM

Fiduciary File Checklist for 401(k) Plan Sponsors

At Paces Ferry Wealth Advisors we understand the regulatory responsibilities of the 401(k) plan administrator and the need for proper documentation.

To assist plan sponsors, we created this Fiduciary File Checklist.

ADMINISTRATION & REPORTING





☐ Trust Document

■ Summary Plan Description (SPD)

□ Determination Letter

■ Benefits Statement

☐ 404(c); Auto Enrollment/QDIA; 404a-5 (Annual); & Blackout



Discrimination Testing

☐ Testing Records



Regulatory Filings

☐ 5500 & Other Financial Statements and Filings



Bonding & Insurance

☐ Copy of: Fidelity Bond, Fiduciary Liability Policy, etc.



Service Provider Agreements

 Custodial, Investment Advisors, Recordkeeping, etc.



Participant Communications

■ Enrollment Records

Beneficiary Designations

□ Contribution Elections

☐ Employee Meeting Attendee Lists

□ Distribution Records

☐ Proof of 404a-5 Notice Distribution

INVESTMENT DUE DILLIGENCE



Investment Policy Statement

□ Copy of IPS



Reporting

■ Investment Selection & Monitoring Reports

■ Model Portfolio Allocation & Performance

☐ Other Investment Reports & Research

Meeting Statements

■ Documentation Resulting From Action Items

☐ Fiduciary Acknowledgements

SERVICE PROVIDER AGREEMENTS



Plan Needs Analysis

■ Documentation of plan & participant needs



Fee Disclosure Statements

☐ 408(b)(2) Fee Disclosure Reports



Request for Proposal (RFP)

□ Provider Proposals



Benchmarking & Performance Analysis

- Benchmarking Reports
- ☐ Fee & Service Reviews

FIDUCIARY (VOTING MEMBER) DUTIES



Follow Plan Dociments



Select & Monitor Service Providers



Avoid Unnecessary Expenses



Make Informed Decisions



2849 PACES FERRY RD SE, SUITE 660, ATLANTA, GA 30339
CONNECT@PACESFERRYWEALTH.COM
404.480.5200



Jeff Diamond, AIF®
WEALTH ADVISOR & FOUNDER



Zachary Morris, CFP®
WEALTH ADVISOR & FOUNDER



Connor Jabs
ASSOCIATE WEALTH ADVISOR



Rachel Molina
CLIENT SERVICE ASSOCIATE