The Three Pillars of Plan Administration

Every successful 401(k) plan relies on three coordinated parties working together on your behalf.

1. Plan Financial Advisor

Serves as the plan sponsor's fiduciary partner and day-to-day advocate, guiding investment decisions, fee benchmarking, and overall plan strategy while helping employees prepare for retirement.

- Investment due diligence, selection, and ongoing monitoring
- Fee benchmarking and vendor cost analysis
- Fiduciary governance support and investment policy statement (IPS) maintenance
- Employee education, enrollment meetings, and one-on-one guidance
- Plan design consulting and strategic recommendations
- Committee meeting facilitation and documentation
- Legislative and regulatory monitoring to keep the plan ahead of change

2. Recordkeeper / Provider

Maintains the technology and infrastructure of the plan, tracking every participant's account balance, investment elections, and transaction history while handling day-to-day plan operations.

- Participant account recordkeeping and balance tracking
- Online portal, mobile app, and call center support
- Processing of contributions, distributions, and loans
- Trading and reconciliation of participant investment elections
- Required participant notices and statements
- Form 5500 data support and compliance testing coordination

3. Third Party Administrator (TPA)

Handles the plan's legal and compliance framework, ensuring the plan document, testing, and government filings satisfy IRS and DOL requirements.

- Plan document drafting, adoption, and amendments
- Annual compliance testing (ADP/ACP, top-heavy, coverage)
- Form 5500 preparation and filing
- Contribution calculations and eligibility tracking
- Coordination with auditors for plans requiring an audit
- Correction guidance for operational or compliance failures

8596 Farmington Blvd, Suite 1, Germantown, TN 38139 | (901) 519-7734 | ellisretirement.com