

Simplify with JULY's 3(16) Services



Make your job easier and transfer most of the administrative tasks and fiduciary liability associated with your 401(k) plan to us.

By using our 3(16) services, JULY serves as a named Designated Plan Administrator. In this capacity, we provide a host of outsourced HR functions that save you time, reduce your liability, free you to tackle other facets of your job and reduce your audit risk. JULY's 3(16) service includes:

Category	Service	Standard TPA Service	3(16) Service
Plan Document	Custom Plan Design / Consulting	●	●
	Prepare Plan Document and SPD and Update Per IRS/DOL Laws	●	●
	Adopt and Sign Plan Amendments		●
	Interpret Plan Document Provisions		●
Plan and Employee Management	Calculate Employer Contributions and Complete Compliance Testing	●	●
	Census Verification and Reconciliation	●	●
	Approve Compliance Test Corrections / Refunds		●
	Calculate and Track Eligibility		●
	Pay Invoices from Plan Assets Upon Request		●
	Select and Monitor Fidelity Bond Vendor		●
	Monitor Timeliness of Deposits		●
	Coordinate Annual Plan Review		●
	Maintain Historical Plan Records		●
Government Reporting	Prepare Form 5500 / Other Government Forms	●	●
	Sign Form 5500 / Other Government Forms		●
	Handle Certain Plan Corrections Related to Tax Filings		●
Employee Notices	Provide Electronic Copy of Required Participant Notices to Plan Sponsor	●	●
Plan Distributions and Withdrawals	Verify Distributions and Loans with Plan Sponsor	●	●
	Assist with Participant Rollovers	●	●
	Provide Comprehensive Distribution and Loan Services		●
	Manage and Approve QDROs		●
	Oversee Service to Locate Missing Participants and Force-Outs		●

JULY's 3(16) services require the Plan Sponsor to provide comprehensive payroll data with each pay period or be aligned with a payroll firm with which we have integration. In addition, services require the Plan Sponsor to utilize ACH pull for funding plan contributions.

Questions? Learn more about saving for retirement and 401(k) plans at www.julyservices.com.