



## Plan Administration Services

**Create operational efficiencies and consistency to scale up on demand without the cost, hassle, and effort of training the staff.**

We manage paperwork-heavy daily processing, including payroll, distributions, loans, employee account transfers etc. We provide support throughout the plan administration lifecycle. Our comprehensive security practices ensure data and application security. Our global delivery model improves cycle times and minimizes risks of disruption.



### **Easy and efficient daily processing**

Simplifying management of plan contributions, employee account transfers, employee distributions and loans.



### **Easy plan setup**

Creating plans in the recordkeeping or testing software based on plan information.



### **Thorough accounting**

Reconciling plan investment information with contribution details.



### **Comprehensive data management**

Review client spreadsheets for missing or inaccurate employee census data.



### **Valuation calculation**

Maintaining source-level account balances along with investment information to calculate vested account balance.



### **Efficient Compliance Testing**

Non-discrimination, ADP and ACP testing and reporting for defined contribution plans.



## Comprehensive year end packages

Compiling all compliance and valuation reports to manage your audit process.



## Preparation of forms and schedules

Preparing IRS forms and schedules for both audited and non-audited plans.

## Support through the entire plan admin life cycle

### DAILY

- Census and beneficiary updates
- Investment allocation entry
- Distributions processing
- Loan repayments
- Rollover processing
- Eligibility calculation
- Vesting calculation
- Correction calculation
- Trust accounting
- Trade settlement
- Re-balance transaction
- Cash reconciliation
- Dividend processing

### ANNUAL

- Compliance Testing
- Form 5500

### PERIODIC AND SEASONAL

- Employee census upload
- Review of completed adoption agreement and account setup
- Eligibility for benefits
- Preparation of safe harbor notices
- Allocation of employer contributions

### MONTHLY AND QUARTERLY

- Valuation
- Statement preparation
- Review and update of the prospectus
- Loan default report and summary
- Cash reconciliation

## ABOUT CONGRUENT

Congruent Solutions is a trusted specialist in technology-driven services for the retirement industry since 2004. Today, our CORE SaaS and outsourced plan administration services empower leading Fortune 500 plan providers and third-party administrators to solve business challenges and be ready for tomorrow.

