



YOU CAN *PASS* THE WORK TO US

Ease your plan's administrative duties

Plan Administration Service Support (PASS)
by Transamerica can help plan sponsors spend
less time on administrative responsibilities and
focus more on business growth.

DOES YOUR RETIREMENT PLAN PROVIDER MEASURE UP?

There are certain questions every business owner should ask about a retirement plan provider when it comes to plan administration:

- 1 Is my current provider reducing my administrative duties so my business can focus on revenue-producing activities?
- 2 Does my current provider send annual notices to participants?
- 3 Does my current provider process loan and distribution requests?
- 4 Does my staff spend minimal amount of time on administrative tasks related to my plan?

PASS CAN BE A RELIEF TO A PLAN SPONSOR'S BUSINESS

With *PASS*, Transamerica acts proactively on behalf of a plan sponsor on the maintenance, enrollment, distribution, and day-to-day plan administrative activities. We help with the administrative duties so plan sponsors can focus on business growth.

PASS may be used with single employer and multiple employer plans.

WHAT ADMINISTRATIVE DUTIES CAN YOU *PASS* TO TRANSAMERICA?

We can assist with a full suite of administrative duties. Plan sponsors can choose from an à la carte menu of services that are most meaningful to them. If you work with a TPA, we're happy to coordinate with them.

PLAN SPONSOR RESPONSIBILITIES WITHOUT *PASS*

- Investment Choices
- Plan Design
- Trustee Duties
- Fiduciary
- Enrollment Materials
- Loans
- Hardship Withdrawals
- In-Service Withdrawals
- Distributions
 - o Termination
 - o Retirement
 - o Death
 - o Disability
 - o Involuntary Cash-outs
- Qualified Domestic Relations Orders (QDRO)
- Required Minimum Distributions (RMD)
- Summary Plan Descriptions (SPD)
- Summary of Material Modifications (SMM)
- Initial/Annual Employee Compliance Notices
- Plan Transition Compliance Notices

WITH *PASS*, YOUR TO-DO LIST SHRINKS

- Investment Choices
- Plan Design
- Trustee Duties
- Fiduciary

Reduce your
admin duties by

75%



WHY TRANSAMERICA

As a leading retirement plan provider, we've been helping people feel better about the future for more than 80 years. We work with clients across all markets and are committed to serving you and your employees through the life of your retirement plan. Our size, scope, and experience allows us to take care of administrative details.

DISTRIBUTION-RELATED ACTIVITIES¹

- Process termination distribution requests²
- Process hardship and in-service requests
- Provide distribution options letter to terminated employees
- Manage involuntary distributions or force outs
- Include hardship deferral suspension on the rate change report, as needed
- Review QDROs

ENROLLMENT ACTIVITIES¹

- Provide enrollment materials to newly eligible participants

COMMUNICATION, PLAN MATERIALS, OR NOTICES¹

- Distribution of SPDs
- Distribution of initial and annual required participant notices³

LOANS¹

- Process general loans⁴
- Process residential loans⁴

¹Partial list only

²The distribution service is not available to plans that require spousal consent.

³Does not include investment change notices

⁴The loan service is not available to plans that require spousal consent or allow loans for hardship reasons only.

PASS: GO?




DETERMINE IF PASS IS RIGHT FOR A PLAN SPONSOR

The success of our *Plan Administration Service Support (PASS)* stems from a strong working relationship and open communication between Transamerica and our plan sponsor clients. *PASS* is most effective when sponsors provide accurate and reliable data and also meet certain requirements for each of the services described below. A “no” within a given category does not automatically disqualify a sponsor from using the service, but it will require further discussion to determine suitability.

The four *PASS* services below are offered à la carte. Sponsors can select the services that best meet their needs, or use all four.

1. ENROLLMENT	YES	NO
Do you have a single eligibility formula with a minimum of two months of service and 1 st of month following entry dates?		
Can you provide full indicative data, including hours, on each payroll upload?		
Do you offer paperless enrollment?		
2. LOANS	YES	NO
Are loans available for general purposes and not limited to hardship reasons only?		
Do you offer paperless loans with no spousal consent?		
Do you provide accurate census data including hours for vesting?		
Can you provide accurate loan repayment data with each payroll upload?		
3. DISTRIBUTION SERVICES	YES	NO
Do you offer online distributions with no spousal consent?		
Do you have updated address information for payout of terminated participants?		
Do you provide termination dates and hours with each payroll upload for vesting purposes?		
4. COMMUNICATIONS	YES	NO
Can you provide full indicative data, including hours, with each payroll upload?		
Do you have accurate census data to ensure that communications can be delivered to participants in a timely manner?		
Can you provide accurate information for terminated participants who still have accounts under the plan?		

Please contact your Transamerica representative for more information.

-  **Visit:** transamerica.com
-  **Contact:** 888-401-5826
-  **Email:** trsintsalesassoc@transamerica.com

Transamerica does not act as a 3(16) plan administrator.

Plan Administration Service Support (PASS) is an optional menu of varying services that the plan sponsor (and the plan's third party administrator, if any) can select. *PASS* allows Transamerica to perform nondiscretionary administrative services for the plan at the direction of the plan administrator under guidelines established by the plan administrator in its sole discretion, and is available depending upon the plan's assets. Additional fees will apply for the *PASS* services that you choose. The plan's third party administrator (if any) may determine availability of these services.

RS3 123442R5 S 05/23

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