

Pooled Employer Plan (PEP) Outsourcing

Fiduciary/Plan Task	Single Employer Plan	Pooled Employer Plan (PEP)
Act as Plan Sponsor / Fiduciary	Employer	PEP Provider
Sign contracts	Employer	PEP Provider
Act as 3(16) Fiduciary	Employer	PEP Provider
Sign plan documents	Employer	PEP Provider
Sign adopting employer agreement	Employer	PEP Provider
Act as 3(38) Fiduciary	Employer/SAXON	SAXON
Select and monitor investment options	Employer/SAXON	SAXON
Provide employee census data	Employer/Payroll	Employer/Payroll
Submit contributions	Employer/Payroll	Employer/Payroll
Submit loan payments	Employer/Payroll	Employer/Payroll
Review and sign IRS Form 5500	Employer	PEP Provider
Review and approve all distributions	Employer	PEP Provider
Review and deliver required notices	Employer	PEP Provider
Administer Domestic Relations Orders	Employer	PEP Provider
Manage Plan Audits	Employer	PEP Provider
Fiduciary for timeliness of deposits	Employer	PEP Provider
Beneficiary Management	Employer	Employer/PEP Provider
Provide enrollment materials to employees	Employer	Employer/PEP Provider