



Northeast Retirement Services 3(16) Service Agreement

Northeast Retirement Services, Inc. (NRS) will act as the 3(16) Plan Administrator and consent to the fiduciary responsibility described in Section 3(16) of the Employee Retirement Income Security Act of 1974.

3(16) PLAN ADMINISTRATOR SERVICES

1. Monitor and evaluate the plan's appointed plan document sponsor, recordkeeper, custodian, directed trustee and other non-fiduciary service providers not directly engaged in investing plan assets;
2. Ensure that tax qualified status of the plan document is maintained through timely amendment and restatement of the plan document and Employer adoption of such amendments and restatements.
3. Conduct annual review of payroll remittance requirements.
4. Review, sign and file all required government filings.
5. Review all vendor ERISA Sec. 408(b)(2) fee disclosure data.
6. Work with the Employer, appointed plan document sponsor, recordkeeper, custodian and directed trustee to ensure that the plan is operated in accordance with terms of the adoption agreement and basic plan document, ERISA and the Code.
7. Act as agent for service of legal process for the Plan.
8. Assist with DOL and IRS Audits.
9. Appoint an Automatic Rollover Services Provider.

FOR PLAN SPONSOR/ADVISOR/TPA USE ONLY. Not for Use With Plan Participants.

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