



WHAT TO EXPECT FROM YOUR RETIREMENT PLAN ADVISOR

Helping you manage your fiduciary duties

RAYMOND JAMES

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Your retirement plan advisor is your partner in building a plan that helps your employees pursue their retirement goals and suits your company's needs.



Sponsoring a retirement plan is one of the more rewarding endeavors an employer can undertake – but also one of the most challenging. The Employee Retirement Income Security Act of 1974 (ERISA) has set standards of conduct for fiduciaries, those who manage the retirement plan and its assets, and as the sponsor of your company's retirement plan, those standards are yours to uphold.

Fortunately, you don't have to do it alone.

Although the retirement plan sponsor bears ultimate responsibility for making decisions about the plan and managing its investments, you can also shift some – or all – of the investment responsibility to fiduciary professionals by hiring an ERISA 3(21) fiduciary or an ERISA 3(38) investment manager.

At Raymond James, we can provide both to help ensure that your plan remains compliant with ERISA regulations and delivers meaningful results for your employees.

ERISA 3(21) AND ERISA 3(38): WHAT'S THE DIFFERENCE?

You have the choice to appoint your Raymond James advisor as a 3(21) investment fiduciary or a 3(38) investment manager. As a 3(21) investment fiduciary, the advisor provides investment advice and shares the investment fiduciary responsibility,* but the plan sponsor has the final discretion over any investment decisions. As a 3(38) investment manager, Raymond James has full discretion over investment selection and ongoing monitoring and assumes full responsibility for all investment decisions.

*As set forth in, and subject to, applicable agreements.

YOUR RETIREMENT PLAN ADVISOR'S ROLE

At Raymond James, we understand many factors are involved in the selection of retirement plan providers and each employer has specific needs and objectives that are important in this decision. Your retirement plan advisor can assist you with evaluating your alternatives and coordinating the implementation and enrollment of employees. Your advisor's goal is to build and foster long-term relationships with you as well as with your company and its employees.

- ▶ **Clearly defining the parameters of your relationship and establishing reasonable expectations for both the client and the advisor.** Documenting the services that the advisor agrees to provide, as well as the schedule or frequency that these services will be delivered, will assist the plan sponsor in meeting fiduciary obligations.
- ▶ **Evaluating and recommending service providers.** Since Raymond James advisors serve as ERISA fiduciaries, they act solely in the interest of plan participants and their beneficiaries.
- ▶ **Educating on plan design.** By coordinating and educating in the initial discussions with the plan's administrator, the advisor will assist in the plan design and review process, helping ensure your plan design provisions address matching contribution formulas, cross-tested profit-sharing allocations, qualification and eligibility issues, and merger and acquisition situations.
- ▶ **Managing the implementation and transition to new provider(s).** Most terminated providers are not overly eager to cooperate with new providers, so it takes a dedicated effort to ensure a smooth transition. Having one individual responsible for coordination makes the process more streamlined.
- ▶ **Serving as the primary contact for all aspects of plan servicing.** Your advisor will act as the single source responsible for managing all the moving parts of your plan, serving as your primary contact for any questions or potential issues.
- ▶ **Managing employee communication and investment education.** Coordinating enrollment meetings and providing ongoing investment education for participants regarding plan options is a valuable part of our service. We also provide supplemental educational materials, if desired. In addition, we can integrate qualified plan goals into a personal financial and estate plan as necessary.*
- ▶ **Assist in designing an investment policy statement.** As a plan sponsor, you can minimize your fiduciary liability by implementing an investment policy statement, which we will assist you in developing. An IPS outlines a detailed, prudent plan of action for the plan's investment managers and consultants to follow. This shows that the plan sponsors are meeting their fiduciary obligation to prudently manage the process of selecting and monitoring the plan's investment lineup.
- ▶ **Managing the investment process, including periodic investment reviews, evaluations and recommendations.** The advisor will review the performance of the investments relative to the IPS and, when necessary, recommend the removal and replacement of underperforming investments.

*Raymond James does not offer legal or tax advice. Please speak with your appropriate professional.



Let's get started

Maintaining a successful retirement plan for your employees is a complex process, but one that can be made easier with the help of the right partner. A Raymond James retirement plan advisor can oversee many of the components that make a plan whole and attractive to employees, helping you create a brighter future for your company and your employees.

This guide is not intended as and does not constitute legal advice. Plan fiduciaries are urged to seek the advice of their attorneys as to their precise duties, responsibilities and liabilities in specific situations. All investments are subject to risk, including loss.



An important decision for business owners

Maintaining an appropriate retirement plan for your company can be a daunting task, especially when you consider everything else that goes into running a successful business. You must consider the needs of your employees and then select the appropriate service provider(s), determine the optimal plan design provisions, choose and monitor investments, keep up with legislative changes, ensure your plan is administered properly and educate and inform plan participants – all at a reasonable cost. You'll need to be able to answer these questions:

How do you know if your plan is effectively preparing your employees for retirement?



Do you have a prudent process for selecting and monitoring service providers or investments?



Does your company have the resources and knowledge to handle these responsibilities alone?



Do you understand your fiduciary liability to effectively sponsor a retirement plan?

Unless your company has professionals with retirement plan expertise who are solely dedicated to managing your employee retirement plan, consider hiring a retirement plan advisor. With a Raymond James advisor, you can feel confident that your retirement plan is working for your employees – and your budget – which allows you to focus on your business.

RAYMOND JAMES®

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