



## Client FAQs for the IRP Pooled Employer Plan (PEP)

1.	<b>How long does it take to get the plan set up and running?</b>	Between Integrated and John Hancock, it takes about 30-45 days.
2.	<b>What is the deadline to sign up to have our plan start on January 1st?</b>	Email <a href="mailto:nelson@integrated-pension.com">nelson@integrated-pension.com</a> by November 1st for a 1/1 start date.
3.	<b>If I want to start a plan next year, can I begin the process now?</b>	Yes, plans can begin the process of entering into the PEP for a next year start.
4.	<b>Can my existing 401(k)/SIMPLE plan be rolled into the PEP?</b>	It depends on the provisions that are present in your current plan document. The Integrated team will review the plan document and make sure your plan is eligible to enter the PEP.
5.	<b>Do I need to change my payroll timing to ensure I make the contributions on time?</b>	No, we can work with any pay cycle.
6.	<b>Can my payroll be automated to make the contributions?</b>	Yes, there are many firms on the “Payroll Path Program” which automates the contribution.
7.	<b>What is the employer required contribution for employees?</b>	A 3% Safe Harbor Employer Contribution is required for all. No discrimination is allowed so there is no additional discretionary match. Employers may make a profit sharing contribution on an annual basis.
8.	<b>How are the funds invested?</b>	See attached lineup which includes the expense ratio of the funds.
9.	<b>What are the per person fees?</b>	Generally, \$40 per person per year, billed quarterly to the employer.
10.	<b>What if an employee needs to take a distribution?</b>	Not a problem. Integrated Pension Services will send the employee the appropriate distribution package which can easily be requested via phone or email. Distributions only occur due to death of the participant and termination of employment.
11.	<b>Who is the plan fiduciary?</b>	Integrated Retirement Partners is the designated 3(16) Fiduciary and Integrated Wealth Concepts is the 3(38) Investment Advisor. John Hancock is the plan record keeper. John Hancock is the plan record keeper and where the funds are invested.
12.	<b>What services are available to participants?</b>	Online access, quarterly statements, and an easy to reach service team. You will also have an Integrated Advisor assigned to plan for advice.
13.	<b>Are there past performance reports available?</b>	Yes, see 408(b)(2) Fee disclosure.
14.	<b>What is the MassCPAs involvement?</b>	The MassCPAs partnered with Integrated to create a member benefit and make it easier and less expense for members to offer retirement plans to their employees. The MassCPAs receives no revenue from the PEP.
15.	<b>Minimums to participate?</b>	There are no minimum participants to join but everyone must meet the eligibility requirements: 21 years or older and 1 year of service (1,000 hours within 12 months).
16.	<b>What type of plan is the PEP?</b>	The PEP is a 401(k) plan.
17.	<b>What is the Vesting Schedule?</b>	The safe harbor 3% non-elective is 100% vested from day 1, the profit sharing is a 3-year cliff vesting schedule.