



Professional Benefit Services, Inc.

Retirement Services & Fee Schedule

DOCUMENT AND AMENDMENT SERVICES

Please call for a quote for a Non-Standardized Document

Plan setup (Add \$150 for Takeover)	\$200
Plan documents	\$700
Restatement of plan documents	\$700
Plan amendment / Regulatory amendment	\$100

ANNUAL ADMINISTRATION & REPORTING SERVICES

Annual administration includes financial reports, compliance testing, and 5500 tax forms

Basic annual base fee (Fee reduced for plans with fewer than 5 participants)	\$1050
Individual source account fee (Allocated, record keeping platforms)	\$7.50 per account
One person plan : \$500 minimum annual fee	

*Unallocated/Pooled/Brokerage/ESOP: Plan with funds held in pooled or brokerage accounts will be subject to additional fees as will plans needing quarterly statements. Please contact our office for a customized price quote

PLAN DESIGN AND EXECUTION FEES

Employer allocations including cross-tested, integrated, etc.
Additional required testing: Coverage test / Failed tests
Additional required forms: 5558, 5330, SSA, Schedule H filing

PLAN DISTRIBUTION FEES - ADDITIONAL PER EVENT

Additional fees may apply for multiple investments and multiple loans.

Participant distribution and Participant loan set up
Participant distribution and Participant loan set up (Unallocated or Pooled accounts) Qualified Domestic Relations Order (QDRO) distribution
1099-R Preparation

*Additional investment company fees are paid by the plan or participant

ADDITIONAL WORK AT HOURLY RATE

Examples include: wrong information received, information provided in an unusual format, additional attempts to collect information, mid-year valuation of loans, and any additional required services not specifically listed above

REVENUE SHARING

A number of investment companies pay our firm "Revenue Sharing". When we receive revenue sharing it is our policy to credit that money to our clients' account. Clients with revenue sharing may find that some or all of their annual fees (above) are covered by this credit. There is a \$100 fee, charges each year, to any revenue sharing received for tracking and applying the revenue sharing credit

ON-GOING SUPPORT

Same or next day response
Estimated ADP upon request
Participant Distributions and Loans
Email: retirement@profben.com AND online: www.profben.com

Fee Schedule Effective January 1, 2018

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