



**SWERDLIN**  
& COMPANY

A TRUSTED SOURCE FOR  
ALL YOUR BENEFITS NEEDS

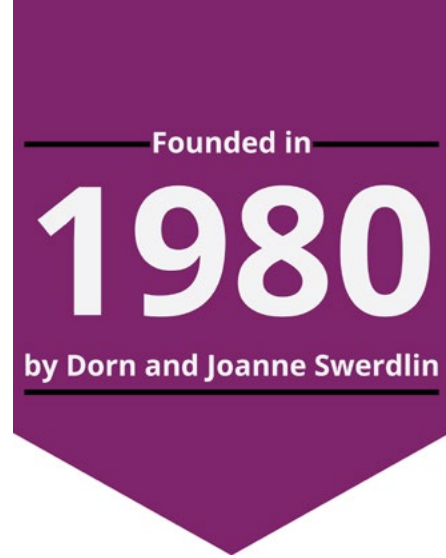
## WHAT WE DO

Swerdlin & Company has been in business for more than three decades. We provide exceptional actuarial, consulting, recordkeeping and administrative services for qualified and non-qualified retirement plans, Cafeteria/Section 125 plans, as well as health and welfare consulting.

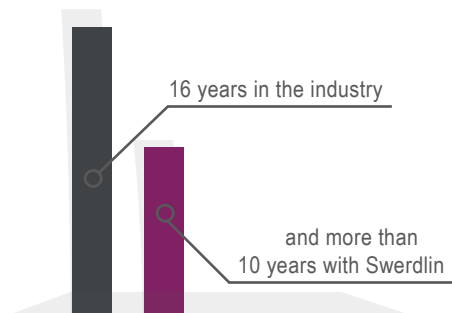
Types of plans we service include:

- 401(k)
- ESOP
- KSOP
- Defined Benefit
- Cash Balance
- Cafeteria Plans (FSA, HRA, Dependent Care)
- Health & Welfare Consulting
- Cross-tested
- Profit Sharing
- 457
- 403(b)

When you work with Swerdlin, you can count on us to keep your plan compliant, manage its costs, and resolve the challenges your plan faces as your business changes and grows. Our experts are skilled at problem-solving and relationship-building. We want to be your partner for the long run, not simply a vendor. You can rely on us to take the best possible care of your greatest asset—your employees.



## Our client managers average



## KEY QUESTIONS TO CONSIDER

As you assess the current service you're receiving or the companies you're considering, please ask:

- Do you feel confident the questions you have about your plan will be answered accurately and in a timely fashion?
- Are your employees and your company receiving the maximum benefits available under the new laws?
- Are you receiving current and adequate communication from someone you trust?
- Are your benefits plans consistent with your company's mission and philosophy?

If you aren't able to answer each of these questions with a "Yes," then you should be partnering with Swerdlin & Company.

## HOW WE SERVE

Swerdlin & Company is proud of serving clients for over three decades and providing a high degree of personalized and caring service. Our team brings deep expertise to each and every client interaction and focuses on providing clear and effective communication to both plan sponsors and participants. Whether your organization is large or small, or if your challenges are simple or complex, Swerdlin & Company can help create better retirement outcomes for your plan participants.

### CONSULTING & PLANNING

Swerdlin consultants research, analyze, and interpret the laws as they relate to benefit plans. We offer virtually every type of benefit plan available. If a customized approach to plan design better accomplishes your company goals, then Swerdlin & Company is the right choice.

### ADMINISTRATION AND RECORDKEEPING

Swerdlin & Company can help ease your workflow by managing the paper work associated with your retirement and health plans. We deliver not only what is required but what you need and want.

### EDUCATION AND COMMUNICATION

Swerdlin & Company manages both the technical and administrative processes so that employees have a seamless connection to their benefit plans. We initiate and maintain an effective communications program that keeps everyone informed about changes in regulations, legislation and other relevant matters. The result is a more effective and responsive employee benefits program. Plan sponsors have a fiduciary obligation to inform and educate employees about their retirement plan options, but providing the right messages at the right time can often overwhelm a human resources department. When Swerdlin manages this responsibility, the result is a benefits plan that is better understood by its participants and therefore more likely to achieve success.

## OUR DIFFERENCES

We believe our clients shouldn't have to understand the benefits world; that's our area of expertise. When you partner with Swerdlin & Company, you can focus on your own job, not employee benefits, laws, and regulations. We excel at creating customized solutions designed to meet a unique set of objectives. You won't find us recommending off-the-shelf solutions. We understand that our work doesn't end at compliance testing; we are committed to managing the changes, costs and challenges all benefit plans face as each company grows and evolves.

By doing our job,  
we allow our clients  
to focus on their jobs.

# 401(k) DEFINED CONTRIBUTION ADMINISTRATION AND RECORDKEEPING

Swerdlin's comprehensive recordkeeping and administration services include:

- Allocation reports
- Participant statements
- Compliance testing
- Form 5500 filing

We offer regulatory compliance services to protect your plan's tax-qualified status. Our standard compliance services include:

- Plan document and SPD
- Annual Form 5500 disclosures
- IRS Forms 1099-R, 1096 and 945
- Employer contribution calculations
- Compliance testing, including:
  - 401(k) non-discrimination (ADP/ACP)
  - General non-discrimination (401(a)(4))
  - Compensation non-discrimination (414(s))
  - Minimum coverage (410(b))
  - Top-heavy analysis (416)
- Monitoring of limits, including:
  - Salary deferrals (402(g))
  - Annual additions (415)
  - Compensation (401(a)(17))
  - Deductible contributions (404(a)(7))

Swerdlin delivers all compliance reports and test results in a format that is easy to read and understand. We ensure that our clients are kept apprised of the process every step of the way. Results are delivered on time and all compliance issues are addressed well in advance of deadlines.

## DAILY TRANSACTION PROCESSING

Our full-service, daily-valued plan administration services include:

- Contributions
- Distributions
- Participant-initiated transfers
- Model portfolios
- Directed model portfolio rebalancing
- Daily asset reconciliation
- Reports and participant statements
- 24-hour plan sponsor and participant access via our Swerdlin Website
- In-House Participant Call Center available 8:00 am to 6:00 pm EST (Spanish available)

## PROCESSING SERVICES

- Determination of eligibility
- On-demand reporting for participants and plan sponsor
- Online enrollment for new participants
- Online contribution changes
- Design of custom reports
- Participant statements delivered online or by mail

## COMMUNICATIONS SUPPORT

- Participant Call Center and joint enrollment meetings with the plan's financial advisor
- Customized enrollment and educational material for participants
- Distribution of enrollment packages
- Distribution of termination packages

## OUTSIDE PLATFORM PARTNERS

We partner with outside retirement platforms such as the following:

- John Hancock
- ING
- Great-West
- American Funds
- MassMutual
- Transamerica

## ESOP SERVICES

Specialty retirement plans like Employee Stock Ownership Plans (ESOPs) are the best serviced by experts. Swerdlin & Company specializes in third-party assistance for ESOPs, offering the expertise required to manage the details and meet the necessary compliance requirements. With clients in 40 states and providing administrative services for over 100 ESOPs, Swerdlin has a national presence in the ESOP arena. In fact, we are among the nation's premier providers of ESOP administration and recordkeeping. Additionally, Swerdlin lobbies in Washington, D.C. to ensure the continuing security of ESOPs.

All of our ESOP consultants are members of the ESOP Association and the National Center for Employee Ownership. We are frequent presenters at these National and Regional conferences. ESOP team members serve on National Committees of the ESOP Association and serve as officers of local ESOP chapters.

Our ESOP team offers comprehensive services, including education, communication, plan design, repurchase liability studies, consulting and ongoing administration. Our full-service recordkeeping and administration services can include full integration with our Call Center and internet services. This works especially well for KSOPs. We work closely with your team of service providers, including valuation firms, trustees, attorneys and accountants. This approach keeps all those involved in administering and maintaining your ESOP well informed. It ensures that nothing falls through the cracks, also eliminating duplication of services that could result in unnecessary fees for the client

Our ESOP team offers comprehensive services, including education, communication, plan design, repurchase liability studies, consulting, and ongoing administration

## DEFINED BENEFIT (DB) PENSION PLAN VALUATION AND ADMINISTRATION SERVICES

Swerdlin & Company's team of consulting actuaries and experienced analysts are devoted to providing high-level actuarial consulting services. We offer a full range of services to sponsors of defined benefit and retiree medical plans. Our clients range in size from one to several thousand employees and include publicly traded, privately held and governmental entities.

Our team provides a complete line of consulting, actuarial valuation and administration services to sponsors of defined benefit plans. We have experience with qualified plans of all types, both traditional DB plans and hybrid plans like Cash Balance plans. We also provide consulting and valuation services to sponsors of non-qualified and supplemental executive retirement plans (SERPs).

Our range of services includes:

- Annual funding valuations: Calculation of contribution requirements and recommended funding; funding projections and forecasts; funded status (AFTAP) certifications; discrimination testing; meetings with plan sponsors.
- ERISA reporting: Form 5500 series; IRS filings; Forms 5300 series; 1099-R, etc; PBGC premium and other filings and notices.
- FASB/GASB accounting reports: Calculation of annual pension cost, preparation of year-end disclosures, including curtailment and settlement accounting.
- Administration: Benefit calculations when employees retire or terminate; benefit distribution forms; election and payment processing; benefit estimates; call center services; consulting on plan provisions; QDRO consulting and calculations; plan termination consulting and regulatory filings.
- Participant communications: All required notices and communications; personalized benefit statements, including comprehensive ("hidden paycheck") statements.

Swerdlin's team of consulting actuaries and experienced analysts are devoted to providing high-level actuarial consulting services.

## CASH BALANCE PLANS

A cash balance plan is a defined benefit plan that works in combination with a defined contribution plan to achieve a significantly greater retirement benefit for business owners, highly compensated employees, and other designated employees.

Cash balance plans provide benefits for employers and employees.

Benefits to the Employer include:

- Ability to contribute specific amounts for specific employees,
- Tax savings opportunities,
- Protection of assets from creditors, and
- Advantageous employee recruitment and retention tool.

Benefits to Employees include:

- Faster accumulation of retirement savings,
- Increased contribution limits versus traditional DC plans,
- Plan contributions and costs are paid by the employer,
- Professional asset investment management, and
- Benefits are protected under ERISA and, depending on the type of business, by PBGC.

We offer consulting, plan design, and administration for Cash Balance plans. To learn more about how our customized Cash Balance plan services may benefit you, contact us.

We offer consulting,  
plan design, and  
administration for  
Cash Balance plans.

Administers more than

1000

Plans

## RETIREE HEALTH AND WELFARE PLANS

Swerdlin & Company's actuarial consulting team also provides services to companies that sponsor post-retirement benefit plans, including medical, dental, prescription drug, life insurance and other types of plans. We are accomplished in working through the complicated web of legislation that governs these kinds of plans. This consulting team offers:

- FASB/GASB accounting reports: Calculation of annual OPEB cost, preparation of year-end disclosures and net OPEB liability, including curtailment and settlement accounting.
- Attestation services, including actuarial equivalence of prescription drug plans for Medicare Part D in order to apply to the federal government for retiree prescription drug subsidies.





## CAFETERIA PLANS

Health care costs have increased dramatically in the past few years. Many employers have reduced benefits or increased out-of-pocket costs for their employees. In order to maintain employees' morale and provide them with a cost-savings benefit, many employers implement a cafeteria plan. Adding a cafeteria plan to your benefits package can benefit you as the employer by saving FICA taxes on all contributions made to the cafeteria plan. Swerdlin provides an analysis at the end of the plan year that shows your FICA savings versus the administrative fees you pay for the plan. In most cases, the FICA savings will be more than the cost to administer the plan. Swerdlin administers the following plan types:

- **Premium Only Plan (POP)** – This plan allows pre-tax deductions for the portion of insurance the employee is responsible for paying, including group health insurance premiums, dental and vision premiums, and cancer insurance. We have worked with several employers who are deducting these benefits pre-tax, but do not have a premium only plan document in place. Per Internal Revenue Service regulations, you must have a plan document in order to provide this benefit to employees. Swerdlin can work with you to create this document for new or existing plans.
- **Flexible Spending Accounts (FSA)** – The Medical FSA allows employees to make pre-tax deductions for their out-of-pocket medical expenses including deductibles, coinsurance, copayments, vision and dental expenses, over-the-counter drugs and medications (requires a prescription), gym memberships and weight loss programs (requires a note of medical necessity), and many others. Please contact Swerdlin for a complete list of expenses. Employees are also able to make pre-tax deductions for dependent daycare expenses through the Dependent Daycare FSA, including after-school care, summer camps, pre-k expenses, and care for an elderly parent.
- **Qualified Transportation Plans** – These accounts allow employees to make pre-tax deductions for parking and transit expenses incurred in order to travel back and forth to work.

In order to maintain employees' morale and provide them with a cost-savings benefit, many employers implement a cafeteria plan.

## HEALTH REIMBURSEMENT ARRANGEMENTS (HRA)

The goal of an HRA is to reduce your company's health insurance premium costs. An HRA combines a health insurance plan with higher out-of-pocket costs with a reimbursement arrangement for employees. For example, if you have a plan with a \$1,000 deductible and no coinsurance, you could look at an alternate plan with a \$2,500 deductible and 80/20 coinsurance. The premium costs for this plan will be lower, and through the HRA you can use the premium savings to reimburse those employees who use the increased deductible and coinsurance. Most employers find that a high percentage of employees do not meet the deductible.

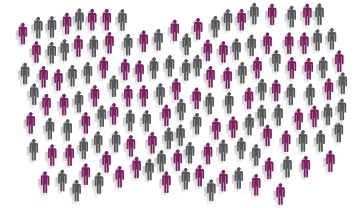
In order to determine if an HRA is right for your company, Swerdlin will look at the total premium savings from an alternate health plan and estimate the amount of claims you will pay employees through the HRA.

Plan participant counts range from



1

to



More than  
**10,000**

**Swerdlin** has  
the expertise to  
make cafeteria  
plan setup and  
administration  
trouble-free.

An expert in the field, Swerdlin works with clients to ensure proper alignment with corporate goals and objectives.

## HEALTH & WELFARE CONSULTING

Swerdlin partners with employers to ensure that their employees are receiving the best benefits for the best price. Our in-house compliance team, led by an attorney and experienced actuaries, offer resources that other firms cannot offer. Please see below for a brief list of the services we offer, or contact us for a complete list:

- Consultation regarding all benefit plans
- Form 5500 preparation, including consulting regarding unfiled previous 5500s
- Legal and regulatory compliance, including FMLA and COBRA
- Affordable Care Act consulting
- RFB management, including vendor selection and management
- Comprehensive employee benefit statements



Employs over  
**70**  
professionals



**SWERDLIN**  
& COMPANY

ACTUARIES AND EMPLOYEE  
BENEFITS CONSULTANTS

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