

PENCHECKS FEE SCHEDULE



BENEFIT DISTRIBUTION SERVICES

Full Service Processing \$45 per Participant
(Formerly Check Plus)
Includes all services under Benefit Election Processing and Payment Only Processing

Payment Only Processing..... \$35 per Participant
(Formerly Check Only)

- Lump Sum or Rollover Disbursements
- Payment via Check, ACH, Wire or Debit Card
- Fed & State Tax Withholding & Remittance
- Fed & State Tax Reporting (945, 1099R, 1096)
- Reissue of Participant Distribution \$25 each reissue

Benefit Election Processing \$10 per Participant

- Participant Notice of Pending Distribution
- Required IRS 402(f) Special Tax Notice
- Online Collection of Participant Benefit Election
- Participant Benefit Election Returned to TPA/Plan Sponsor in Digital Format and Archived on PenChecks Servers

Recurring Benefit Payments - Complete processing of periodic lump sum payments, annuities and recurring distribution payments

One-Time Payee Set Up \$5 per Payee
Monthly \$6 per Payment
Quarterly \$12 per Payment

*Other payment frequencies available

- Fed & State Tax Withholding & Remittance
- Fed & State Tax Returns (945, 1099R, 1096)
- Weekly Death Audit
- Provide Electronic or Paper Advice (Payment Confirmation) per payment
- Check, ACH or Debit Card (No Additional Charges)

Payment Changes..... \$5 per change



DEFAULT / MISSING PARTICIPANT IRAS IRA Set Up Fee - 20% of Participant Account (\$100 max)

Premier IRA Service – PenChecks performs required due diligence, processes distributions to responsive participants OR establishes a Safe Harbor IRA for non-responsive Participants. In addition to the features of the Express IRA Service, the Premier IRA Service includes:

- No additional Cost - All fees same as Express IRA*
- Participant Address Search and Update if Necessary
- Participant Notice Compliant with DOL FAB 2004-02
- Online Benefit Election for responsive Participants
- Lump Sum or Rollover Disbursement
- Fed & State Tax Withholding & Remittance
- Fed & State Tax Reporting (945, 1099R, 1096 & 5498)
- \$500 minimum participant account balance

*IRS may assess an additional \$50 fee directly to the Plan Sponsor for each instance the IRS Letter Forwarding Service is requested in excess of 49 times per Calendar Year.

Express IRA Service – Immediately establish a Safe Harbor IRA based on TPA / Plan Sponsor Instructions. The Express IRA Service includes:

- DOL Safe Harbor Default/Missing Participant IRA
- No minimum account balance
- Fed & State Tax Reporting (945, 1099R, 1096 & 5498)
- Registration with National Registry of Unclaimed Retirement Benefits (NRURB)
- Annual Administration Fee - \$45 Flat Annual Fee charged once per year on Dec 1st
- Distribution Fee - 20% of Participant Account (\$60 max) for Patriot Act, Distribution Forms and Tax Reporting
- Fastest IRA Set Up Available (Ideal for Year End Processing)

NOTE

- All PenChecks fees can be charged directly to a Participant's account balance
- Additional TPA fees can be charged directly to a Participant's account balance and be remunerated to the TPA by PenChecks

For more information
www.PENCHECKS.COM
800.541.3938





TRUST RESOLUTION SERVICES

Un-Cashed Check Service - Set Up Fee - 20% of Un-Cashed Check Amount (\$100 max)

- No minimum account balance
- Establish taxable savings acct and issue necessary 1099-Int
- Payee address search and notice of un-cashed benefit
- Adjudicate and verify Payee identity
- Disbursement of Funds to Unpaid Payee
- Escheat funds and register with the National Registry of Unclaimed Retirement Benefits for non-responsive Payees
- Annual Administration Fee - \$45 Flat Annual Fee charged once per year on Dec 1st
- Distribution Fee - 20% of Participant Account (\$60 max) for Patriot Act, Distribution Forms and Tax Reporting

Abandoned Plan Program - fees charged on a case by case basis. Services may include:

- PenChecks serves as Successor Custodian or Partners with Current Custodian to Terminate Plan
- PenChecks requests Qualified Termination Administrator (QTA) status for the Plan from the DOL
- Terminate Plan according to DOL/QTA requirements
- Locate, Notify and Distribute assets to plan participants
- Establish Missing Participant IRAs for non-responsive participants and register them with the National Registry of Unclaimed Retirement Benefits
- Locate and Partner with former Plan Administrator



LEGAL / SETTLEMENT SERVICES

Court Order Settlements - fee charged on a case by case basis

- Payment via Check, ACH, Wire or Debit Card as instructed by the Court Order
- Fed & State Tax Reporting (1099 Misc)
- Reporting to Court as needed

Bill Paying..... \$25 per Payment

- Issue payment to vendor
- Issue 1099s to vendors as needed

Class Action Settlements - fee charged on a case by case basis

- Mailing of Class Action Group Notice
- Claim form processing
- Establish a Qualified Settlement Fund, (Obtain EIN for Fund) and submitting 1120SF to the IRS
- Issue payments to class members as instructed via Check, ACH, Wire and Debit Card
- Issue 1099s to class members and IRS
- Reporting to Court as needed

ADDITIONAL PENCHECKS SERVICES

Outgoing Wire Transfer	\$30 per Item
Outgoing ACH	\$20 per Item
Debit Card	\$15 per Card
Overnight Mailing	\$40 per Mailing
NSF Check	\$25 per NSF
Certified Mailing	\$30 per Mailing (Volume Discounts May Apply)
Participant/Address Search	\$15 per Search (Volume Discounts May Apply)

Participant Search + Certified Mailing. \$30 per Person
(Volume Discounts May Apply)

Credit Bureau / PI Search \$300 per Search

1099R Only / Tax Remittance \$35 per 1099R

Copy of 1099R/ Forms/Check..... No Charge

\$50 per hour charge will apply to copy & information requests requiring more than 1 hour of staff time

\$30 per additional payment related to split distributions

NOTE

- All PenChecks fees can be charged directly to a Participant's account balance
- Additional TPA fees can be charged directly to a Participant's account balance and be remunerated to the TPA by PenChecks

ADDITIONAL INFORMATION

Availability of Funds - Funds designated for benefit payments must be made payable to PenChecks, Inc. Employee Benefit Distribution Trust. Funds designated for UnCashed Check Service must be Payable to PenChecks Missing Distributees Distribution Trust. Deposits made by ACH, Wire, and Check/Draft require 24 hours, 72 hours, and five business days respectively to clear before any benefit distribution is processed.

Float - Due to factors which are beyond the control of PenChecks, such as the time required for Participants to make benefit elections and/or negotiate their distribution checks, some earnings (float) will occur on the funds to be distributed. The float is used to defray operating and overhead expenses. Funds pending distribution are temporarily invested in FDIC insured money market or savings instruments. Since the time factors are different for each Plan and the rate of return on money market investments varies, it is not possible to calculate the precise amount of float that will be generated by any given deposit held for distribution. Based upon averages derived from the processing of thousands of distributions, use of the following formula will produce an average amount of float for each \$1,000 deposited for distribution processing: Average Daily Interest Rate of 0.0000275 x \$1,000 x 5 days of float on average = \$0.14 per \$1,000 deposit.

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