

# Corporate Retirement Plans

## An Objective, Carefully Tailored Process

Through a seven-step process, we work with you to define, analyze, meet and monitor your firm's retirement plan goals.

STEP  
1

### Identify goals and objectives

We start by meeting with your plan trustee and key employees to identify your company's goals and objectives. We help prioritize your goals, including partner savings, employee benefits, legal compliance and firm tax efficiency.

STEP  
2

### Evaluate current plan

We help determine the ideal retirement plan design and investment platform options. Our team consults with your third-party administrator to help ensure that the plan design and platform solutions work together seamlessly. We then gather multiple proposals and analyze them to find the best fit for your company.

STEP  
3

### Present recommendations

We review the plan design and investment platform options with you to help you determine the solution that best aligns with your firm's goals and objectives.

STEP  
4

### Establish fiduciary audit file

We work with you to help ensure your firm meets all its fiduciary responsibilities and is compliant now and in the future. The fiduciary audit file consists of an Investment Policy Statement, 404C compliance folder, vendor contracts, procedures and minutes, and government reporting.

STEP  
5

### Conduct enrollment and education meetings

Our team conducts enrollment and education meetings for you and your employees. These meetings help increase plan participation and maximize the value of the plan benefits for both trustee and plan participants.

STEP  
6

### Monitor, report and educate

We conduct yearly review meetings with your plan trustee(s) as well as plan participants. At these meetings, we educate all parties about new laws, investment options and market conditions. These annual reviews allow us to continue to improve the plan and confirm that it is the best solution for your company.

STEP  
7

### Provide ongoing support and services

We believe a successful retirement program depends on solid investments, comprehensive record-keeping and administration, and hands-on investment consultation. We therefore provide general retirement plan consulting services, retirement plan administration services, and financial planning for highly compensated employees.