ftwilliam.com Software: Retirement Plan Documents

The ftwilliam.com portfolio is cloud-based software that streamlines time-consuming tasks for the employee benefits professional. The applications are easy to use and integrated to ensure that data flows effortlessly between the different modules.

The **Retirement Plan Documents** module helps you streamline your entire plan document preparation process.

IRS-Approved Documents

Defined Contribution:
- Standardized 401(k) (Adoption Agreement Format)
- Non-Standardized 401(k)
  – Adoption Agreement Format
  – Adoption Agreement Format Answers Only
  – Individually Designed Format
- Non-Standardized Money Purchase
- Non-Standardized Target Benefit
- Governmental Money Purchase
- Governmental Profit Sharing
- Employee Stock Ownership Plan with 401(k) feature option

Defined Benefit:
- Defined Benefit Pension Plan
  – Adoption Agreement Format
  – Individually Designed Format
- Cash Balance Plan
  – Adoption Agreement Format
  – Individually Designed Format
- Defined Benefit/Cash Balance Combination Plan

Section 403(b) – Volume Submitter 403(b):
- Church with RIA
- Deferral Only 501(c)(3)
- Governmental
- ERISA
- Church without RIA

Software Highlights

- Over 30 SPDs, supporting documents, and participant forms at no extra cost.
- Timely updates and amendments.
- Ensure accuracy with extensive error checking and context-sensitive help buttons.
- Save time by batch printing amendments and annual notices with one click.
- ftwPro Amend (add-on)—Track changes to your document and automatically create a customized consent, SMM, and amendment (Prototype plans only).
- Free data conversion from your existing plan management system.
- E-signatures available with ftwPortal Pro purchase.
- Quick data entry screen with tabular checklist editing.
- Customized Edit Checking – Create additional, customized validations for your plans.
- GUST, EGTRRA and PPA documents available for correction program utilization.
- Using DocPrint, batch generate any document or form, and directly deliver them to ftwPortal Pro.
- Recordkeeper Forms Package (add-on) – details on page 2.

Visit ftwilliam.com or call 1-800-596-0714 to learn more.

Spanish Forms Package Available

The **Spanish Forms Package** is an add-on to a subscription of ftwilliam.com's retirement documents. The **Spanish Forms Package** includes translated Spanish versions of PPA defined contribution plan notices including: Summary Plan Descriptions, Annual Notices, and Participant Highlights.

For subscribers that add on the **Spanish Forms Package** the corresponding Spanish notices will generate under the English versions. All instructional text on completing the notices has been left in English.

The **Spanish Forms Package** includes the following notices:
  • Spanish SPD
  • SPD - English Including Spanish Foreign Language Requirement*
  • Annual Notices – Safe Harbor, Auto-Enroll, SIMPLE, and QDIA
  • SMMs associated with both mandatory and optional amendments
  • Participant Highlights
  • Special Tax Notice
  • 204(h) Notice
  • Blackout Notice
  • Publicly Traded Stock Notice
  • ESOP Diversification Notice and Election

*Since providing the Spanish version of the SPD does not fulfill the Department of Labor's foreign language requirement for employers with Spanish speakers, our Spanish Forms package also includes a version of the English SPD that includes the statement (in Spanish) necessary to satisfy the ERISA foreign language requirement for Spanish speakers.

Recordkeeper Installation Forms Package Available

The **Recordkeeper (RK) Installation Forms Package** is an add-on to a subscription of ftwilliam.com's retirement documents.

The forms in this package allow a user to automatically generate and deliver plan establishment documents for various recordkeepers. Using this new feature can result in hours of time savings in the preparation of these forms.

Currently we have the following forms available in this package:
  • VOYA
  • Principal 401(k) and 403(b)
  • John Hancock
  • American Funds - Recordkeeper Direct
  • Lincoln
  • The Standard

Please contact your ftwilliam.com sales consultant at 1-800-596-0714 if you are interested in learning more about these package.

Wolters Kluwer