

# ftwilliam.com Software: Retirement Plan Documents



The ftwilliam.com portfolio is fully web-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

### Prototype—Non-Standardized<sup>1</sup>

Non-Standardized 401(k) Profit Sharing (*Answers only*)  
Non-standardized 401(k)/Profit Sharing<sup>2</sup>  
Non-standardized Money Purchase  
Non-standardized Target Benefit

### Prototype—Standardized<sup>1</sup>

Standardized 401(k)/Profit Sharing (*Answers only*)  
Standardized 401(k)/Profit Sharing<sup>2</sup>  
Standardized Money Purchase

### Volume Submitter:

Volume Submitter 401(k)  
Volume Submitter Profit Sharing  
Volume Submitter Money Purchase  
Volume Submitter Governmental Profit Sharing Plan<sup>1</sup>

Volume Submitter Governmental Money Purchase Plan<sup>1</sup>  
Volume Submitter 401(k) (prototype format)<sup>2</sup>  
Volume Submitter 401(k) prototype format (*Answers only*)

### Defined Benefit<sup>1</sup>

**Defined Benefit**  
(*Individually Designed Format*)

### Individually Designed Plans

**403(b)<sup>1</sup>**  
ERISA Plan for 501(c)(3) Employers  
Non-ERISA Governmental Plan  
Non-ERISA Church Plan without RIA  
Non-ERISA Deferral Only Plan for 501(c)(3) Employers  
Non-ERISA Church Plan with RIA

### ESOP<sup>1</sup>

### KSOP/401(k)<sup>1</sup>

### Cash Balance Document<sup>1</sup>

**Cash Balance Document**  
(*Individually Designed Format*)

## Software Highlights

- Over 30 SPDs, other documents, and participant forms at no extra cost.
- Updates and amendments are provided at no extra cost for subscription document customers.
- Ensure accuracy with extensive error checking and context-sensitive help buttons.
- Save time by batch printing amendments and annual notices with the click of a button.
- *ftwPro Amend*—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 purchase of *ftwPortal Pro*.
- Quick Entry Screen – tabular checklist editing for quicker data entry.
- Customized Edit Checking – Create additional, customized validations for your plans.
- GUST and EGTRRA documents available for correction program utilization.

<sup>1</sup>Adoption Agreement and Basic Plan Document

<sup>2</sup>May be established as 401(k) Plan or a Profit Sharing Plan only

Please note that all of the volume submitters and prototype non-standardized profit sharing/401(k) plans offer a new comparability and age-weighted allocation option.

## 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.

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