

# Financial Advisor Partnership Guide

## Helping You Expand Your Retirement Plan Business



# Build Your Book of Business with Paychex

---

For more than 20 years, advisors have partnered with Paychex Retirement Services to help grow their business and guide their clients toward retirement readiness. We work with advisors like you to provide recordkeeping services to clients of all sizes.

## **Largest 401(k) Recordkeeper**

in the U.S. with over 80,000 401(k) Plans<sup>1</sup>

## **#1 Provider** of

Defined Contribution Plans<sup>2</sup>

## **1 in Every 7**

401(k) Plans Uses Paychex

## **Over 670,000**

Payroll Clients

Partnering with Financial Advisors for **20+ Years**

One of the World's **Most Ethical** Companies<sup>3</sup>



<sup>1</sup>PLANSponsor magazine. <sup>2</sup>Pensions & Investments magazine. <sup>3</sup>Ethisphere® Institute.

# Your Clients Win, You Win

Paychex is an expert in retirement plan design and administration. Let us help you expand your retirement business as a trusted partner.



## We Offer the Following Advantages:

### **Business building and growth**

We deliver new client opportunities, share timely information, and support your business development efforts.

### **Collaboration, not competition**

We offer a complementary sales relationship. We work on plan design and implementation while you focus on client education and investments.

### **Local, on-site plan expertise**

Paychex retirement plan specialists support your efforts on plans of any size, are available locally to help answer client questions, and assure smooth plan conversion.

### **Flexible plan design**

Paychex offers traditional and safe harbor plans, in addition to Roth 401(k), age-weighted, and new comparability profit sharing, and other options for plans tailored to meet your clients' needs.

### **Support for you and your clients**

Dedicated wholesalers and a highly trained service team are available to help you and your clients at every stage.

### **Account management tools**

An exclusive advisor website delivers real-time plan and participant-specific data that helps you uncover needs and opportunities. Separate online services for participants also reduce demands on your time.

### **Time-efficient sales**

We reduce your time investment by simplifying the sales process and providing high-quality pre- and post-sale support.

### **Complete investment neutrality**

As the trusted advisor to your clients, you are the investment expert. We provide the means, administration, and recordkeeping to help deliver a plan that is right for them.

# Recordkeeping is Complex – Paychex Makes it Simple

Paychex keeps retirement plans running smoothly. We assist with legal documentation, Form 5500, and other services to help ensure regulatory compliance required by the Department of Labor (DOL) and the Internal Revenue Service (IRS).



## Bundled Recordkeeping and Third Party Administrative Services

### Plan Setup

- Plan document
- Adoption agreement
- Summary plan description
- Plan design assistance
  - Safe Harbor
  - Roth 401(k)
  - Profit sharing, including new comparability and age-weighted
  - Automatic enrollment and auto-escalation

### Regulatory Compliance

- Form 5500 preparation
- Form 8955-SSA processing
- Form 945 processing
- Form 1099-R processing
- Quarterly non-discrimination compliance testing (ADP/ACP, top-heavy test)
- Required annual notices and disclosures

### Ongoing Service

- Participant enrollment materials and support
- Per-pay-period investing
- Loan processing
- Distributions
- Online management tools
- SSAE 18 reports
- Regular plan sponsor support and communications

**Flexibility: We have 401(k) administrative solutions for all of your clients' needs, regardless of how they administer their payroll.**



## Investment Flexibility and Control

Paychex provides a wide range of investment choices for every type of company to help you and your clients match objectives. Paychex is not an investment manager and has no proprietary investment requirements.

### You will enjoy:

- Thousands of options from leading investment companies
- Open architecture or pre-selected investment menus
- Flexibility to add or remove investments at any time
- Multiple advisor payout options
- Paychex's robust platform offers a full, open architecture of investment choices including target date funds (TDFs).
- Optional fiduciary solutions available for 3(21) and 3(38) services

The value of the investment options will vary with market conditions and, upon distribution from the retirement plan, may be worth more or less than the original value. A plan of systematic savings does not ensure a profit or prevent a loss in declining markets.

Part of the ERISA section 404(c) requirement states that a plan should offer participants a broad range of investment alternatives, requiring at least three diversified-investment alternatives, each of which has materially different risk and return characteristics.

For more complete information on investment options, please consult prospectuses and other comparable documents. Investors should carefully consider the investment objectives, risks, charges, and expenses before investing. This, and additional information about investment options, can be found in the prospectuses on each investment company's website. Please read these documents carefully before investing.

# Easily Manage Your Book of Business Through the Advisor Console

Easy access to your Assets Under Management (AUM)

Notifications on your clients and participants

**Robert Hopkins** NICE  
Enrolled (Singletechno)

[Overview](#) [Allocations](#) [History](#) [Loans](#)

**Robert is not maximizing his employer match.**  
His employer will match 50% of employee contributions up to 6% of salary.

**Goal Tracking**

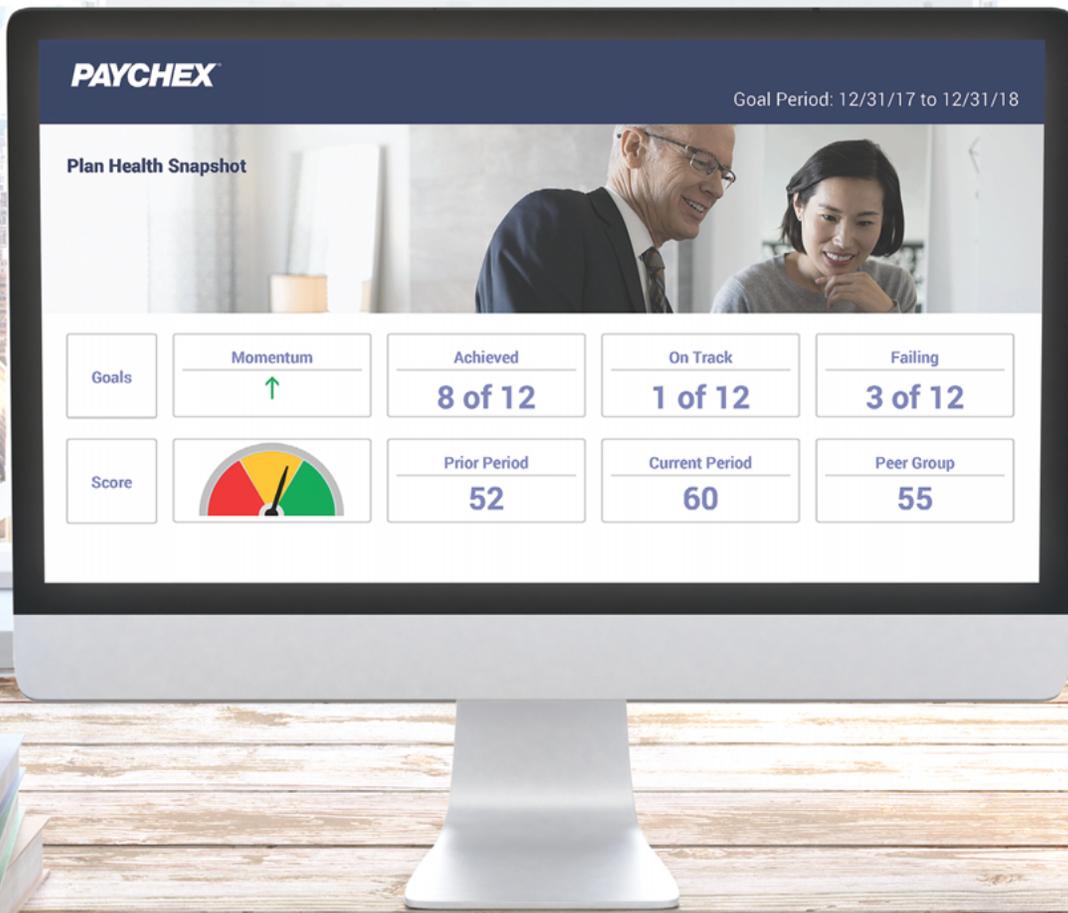
**Robert is not on track to meet his goal.**  
Robert might want to adjust his goals if he wants to retire by age 65.

Projection	Shortfall of \$250,000
Pre-tax Contribution	4% Max: 10%
Roth Contribution	2%
Employer Match	2%
YTD Rate of Return	10%

[View Allocation Details](#)

[Retirement Calculator](#)

Manage your book from your smart phone

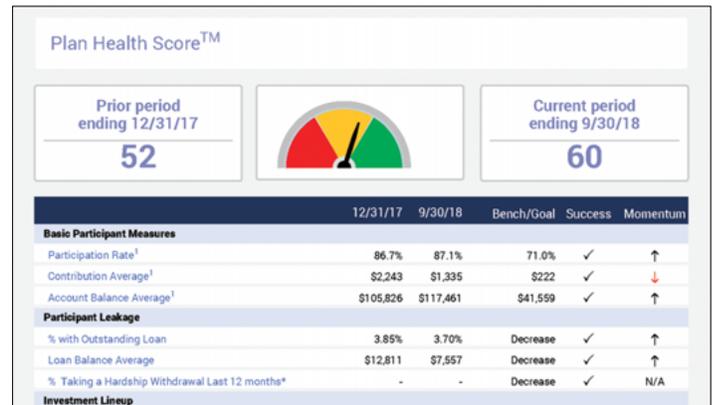


# Plan Health Report | Move the needle for successful metrics

## Strengthening Plan Health

The Plan Health Score™ is a measurement of overall plan health that benchmarks certain key metrics that are foundational to participant retirement readiness.

The Plan Health Score can be aligned with overall goals enabling advisors and plan sponsors to focus on detractors to plan health and set actionable goals for specific metrics. It can be viewed as a separate measurement component that helps move the needle for successful metrics overall.



## Plan Summary of Key Elements

This easy-to-read summary of the plan's key components provides target measurements and progress toward goals.





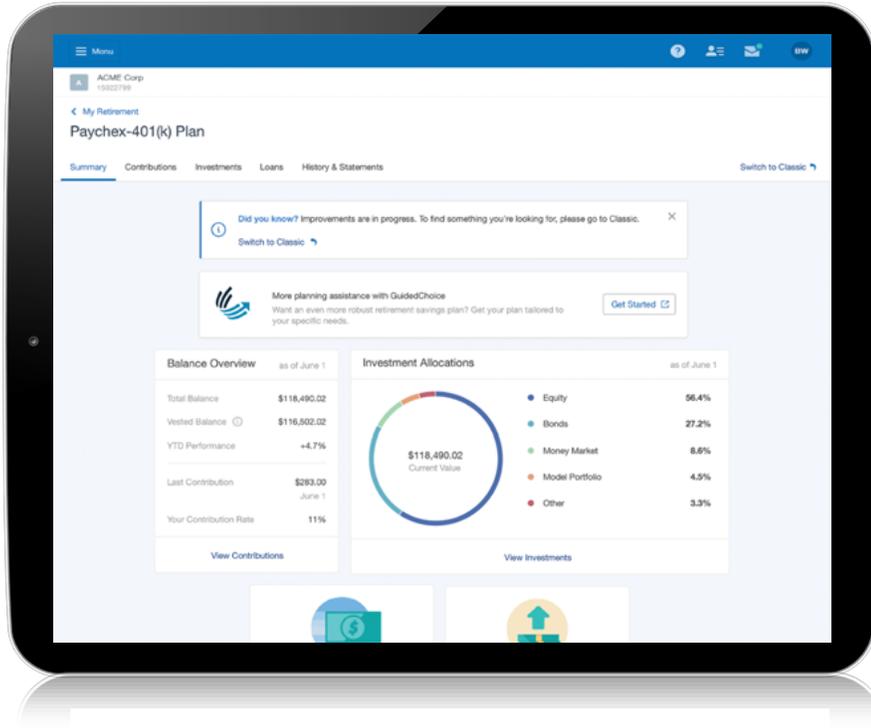
## Live Service and Support

Whether you need full-scale plan design advice or just a quick answer, Paychex has the experts to help you and your clients every step of the way.

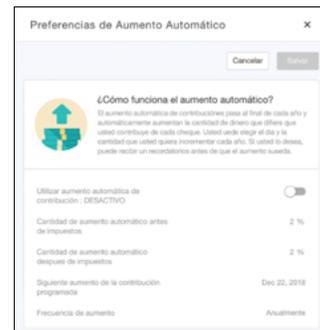
	Less Than \$500K in Plan Assets	\$500K and More in Plan Assets
Pre-Sale and Onboarding	<ul style="list-style-type: none"> <li>Local sales representative provides expert plan design and on-site support</li> <li>Dedicated onboarding plan coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Wholesalers provide proposals, information, and education</li> <li>Licensed sales professional provides local, on-site sales and enrollment support</li> <li>Dedicated onboarding plan coordinator</li> </ul>
Ongoing Service and Support	<ul style="list-style-type: none"> <li><b>Dedicated transition manager</b> for conversion clients for first year</li> <li><b>Dedicated service center</b> for live support 24/7 self-service via web and mobile devices</li> <li><b>Regular communications</b> regarding important news, dates, and changes</li> </ul>	<ul style="list-style-type: none"> <li><b>Dedicated account manager</b> for the advisor and clients for the life of the plan               <ul style="list-style-type: none"> <li>Overall consultative support</li> <li>Review of annual compliance test results and actions, if needed</li> <li>Form 5500 review and audit package and support for Schedule H filers</li> </ul> </li> <li><b>Field support</b> from licensed sales professionals, plan design, and review</li> <li><b>24/7 self-service</b> via web and mobile devices</li> <li><b>Regular communications</b> regarding important news, dates, and changes</li> </ul>

# Enhanced User Experience

Self-service features through the participant portal



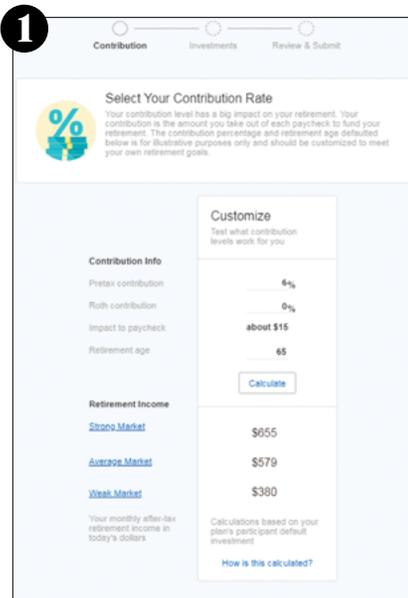
- Easy-to-read retirement summary
- Goal setting and tracking tools
- Access to auto-increase tool or manual option to easily increase contributions
- Ability for participants to manage their own investments



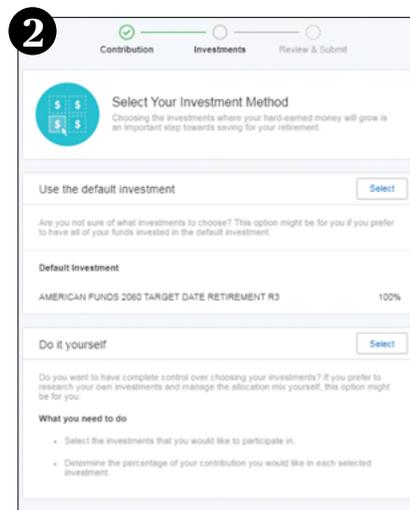
The Participant Portal is also available in Spanish

## Quick enrollment process

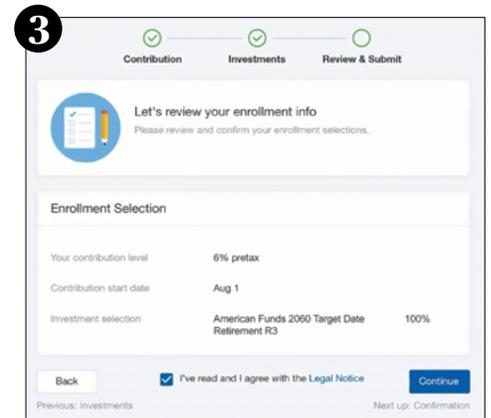
Enroll with just a few clicks! Enroll online or use the mobile app.



Select your contribution rate



Select your investment method



Use the default investment or "Do It Yourself" options to select your own investments



## Engage Participants

Paychex provides compelling, informative communications, and tools to employees to help drive participation and increase engagement in the plan.

### Access. Anytime. Anyplace.

With our “mobile-first” philosophy, all of our cutting-edge technology is available via mobile devices\* or online.

#### Mobile\*, online, and phone

- Access account balance
- Manage investments, deferral amounts, and personal account information
- Set up loans and view loan information
- Use calculators to keep on path to retirement readiness
- Enjoy toll-free live phone support

### Retirement Readiness Support

#### Getting started

- Quick Enrollment from any mobile device — enroll in just a few clicks
- Enrollment meetings can be conducted live on site or online via WebEx

#### Ongoing education

Key 401(k) topics and strategies for saving are communicated regularly to participants.

#### Staying on track

- Easy-to-read, personalized quarterly statements keep participants up to date on their accounts
- Robust tools focus on participant outcomes such as retirement income forecasting

\*The Paychex Flex® app is available only to users with a Paychex Flex account who access [paychexflex.com](https://paychexflex.com) for their online services. Ask your Paychex representative for more information.

# Getting Started

Plan sponsors put their trust in an experienced team of onboarding and service professionals and a well-orchestrated process.

## Truly Meeting Your Clients' Needs

With our open architecture approach, we will not force you into fixed investment line-ups. We believe flexibility and choice are key components to do what's best for your clients.

### Paychex will help coordinate the asset transfer and complete the conversion

Once complete, participants always have the option to make deferral or investment changes based on their individual needs.



Investment Mapping	Plan Default Investment	Enrollment
<p>Existing assets and deferrals, and future investment allocations can be mapped into similar or identical investment options.</p>	<p>Assets and payroll deferrals will be invested into the plan's selected Qualified Default Investment Alternative (QDIA).</p>	<p>Participants can elect new investments for their 401(k) account balances and future payroll contributions.</p>
<p><b>Previous Investments and Future Deferrals</b> &gt; <b>Similar Investments</b></p>	<p><b>Previous Assets and Future Deferrals</b> &gt; <b>QDIA</b></p>	<p><b>Previous Assets and Future Deferrals</b> &gt; <b>New Enrollment</b></p>

# About Paychex

---

Paychex, Inc. (NASDAQ:PAYX) is a leading provider of integrated human capital management solutions for payroll, benefits, human resources, and insurance services. By combining its innovative software-as-a-service technology and mobility platform with dedicated, personal service, Paychex empowers small- and medium-sized business owners to focus on the growth and management of their business. Backed by more than 45 years of industry expertise, Paychex serves approximately 670,000 payroll clients as of May 31, 2019 across more than 100 locations in the U.S. and Europe, and pays one out of every 12 American private sector employees. Learn more about Paychex by visiting [paychex.com](http://paychex.com) and stay connected on Twitter ([twitter.com/paychex](https://twitter.com/paychex)) and LinkedIn ([linkedin.com/company/paychex](https://linkedin.com/company/paychex)).

---

Learn more about how partnering  
with us can help you and your clients.

Contact us today.

**855-588-4775**

**[paychex.com/advisors](http://paychex.com/advisors)**



**PAYCHEX<sup>®</sup>**