



We Move Fast, So You Can Move Mountains

Financial Advisor Partnership Guide



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You Bring the Skills. We Bring the Speed.



Today's consumers have come to expect faster transactions and immediate response. Providing services at lightning speed is essential in today's financial industry.

At the same time, you need to take care with your clients' financial futures, to provide thorough analyses, and to present detailed options. How do you provide faster, more immediate response without compromising your level of service?

By partnering with Paychex. We have the tools and technology to help you respond more quickly, while eliminating tasks that slow your business down. We work on plan implementation so you can focus on client education, investments, and new business acquisition.

By combining your skills with our speed, we can help you move mountains for your clients, and markets for your business.

You Know What Your Clients Want. We Know How to Deliver It.

Paychex has the tools, services, and technology to help you provide a better client experience and compete in today's accelerated financial climate.

Participant Events Notifications

Available through the Advisor Console, these real-time alerts use AI-driven data to help you identify potential opportunities and deliver faster, more proactive service.

The Advisor Console

From one dashboard, you can check out your total AUM, view levels of participation and plan summaries, and get quick access to the k(Index) investment portal. Our separate online services for sponsors and participants also reduce demands on your time.

48-hour Setup

We can get your clients' retirement plans up and running in less than two days. This allows you to move the plan forward faster, so you can focus on consulting and other strategic areas of your business.

Industry-Leading Pooled Employer Plan (PEP)

The Paychex PEP offers a simpler, cost-effective way to offer comprehensive retirement benefits to employees, while saving time on administrative tasks and fiduciary responsibilities.

Payroll Integrations

Our retirement plans can be seamlessly integrated with 100+ leading payroll companies to simplify tasks and improve efficiency. Your clients can choose Paychex, Paycor, or keep their current provider, which saves the time and hassle of switching.

Flexible Plan Design

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

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.

A leading provider of 401(k) plans in the U.S.¹

1 in Every 6

401(k) Plans Uses Paychex

Nearly 124,000

401(k) Clients

Partnering With
Financial Advisors for
25+ Years

One of the World's
Most Ethical Companies^{®2}

¹By 401(k) participating employer count as validated by publicly available information for calendar year 2024

²Ethisphere[®] Institute, 2024



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

You will enjoy:

- Thousands of options from leading investment companies
- Flexibility to add or remove investments at any time
- Multiple advisor payout options
- Optional fiduciary solutions for 3(21) and 3(38) services
- A robust platform offering a full, open architecture of investment choices including mutual funds, collective investment trusts (CITs), and target date funds (TDFs)

View a full list of available investments on kindex.paychex.com, our investment reference site for financial advisors.

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.



401(k) Your Way — Solutions for Every Business

Whether you are starting a new 401(k) plan or converting an existing plan, Paychex can help — regardless of employee count, asset size, or payroll method used.

Every 401(k) plan from Paychex includes:

Exceptional service. Local sales and dedicated support at every step.

Unbiased solutions. Open architecture with no proprietary investment requirements.

On-demand plan management. Proactive reports and online portals for you and your advisor.

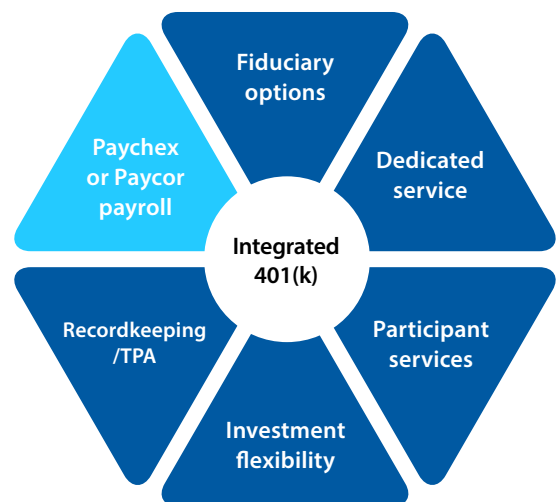
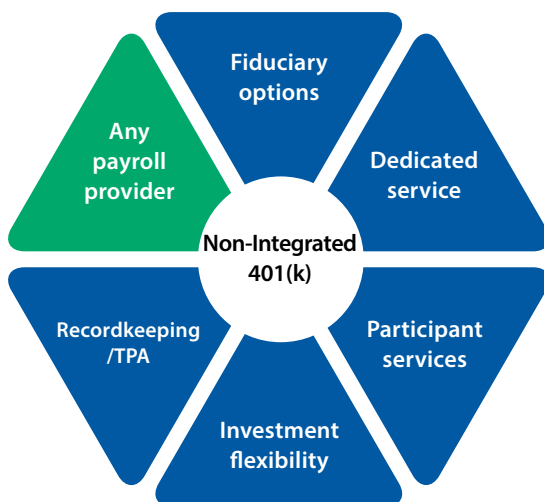
Compliance assistance. Fee-levelization and transparency to promote fairness for participants.

Non-Integrated 401(k)

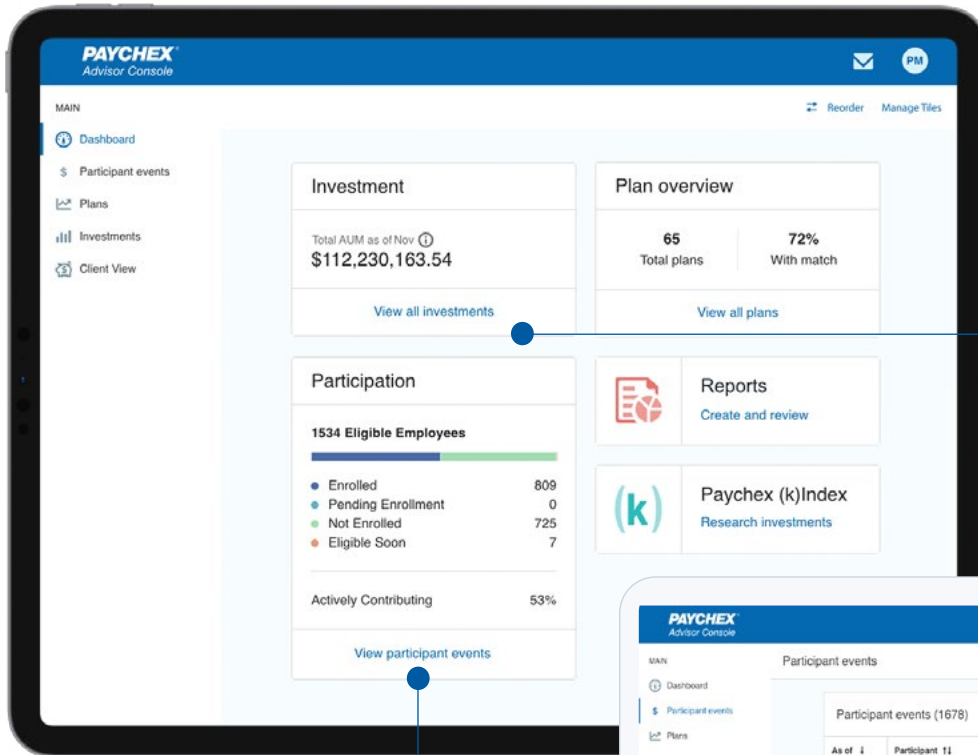
No matter how your clients handle payroll, Paychex can provide them with the right 401(k) solution with 360 integration through our partner, Payroll Integrations®.

Integrated 401(k)

Clients using Paychex or Paycor Payroll benefit from increased accuracy and reduced risk with streamlined employee data and automatic transactions.

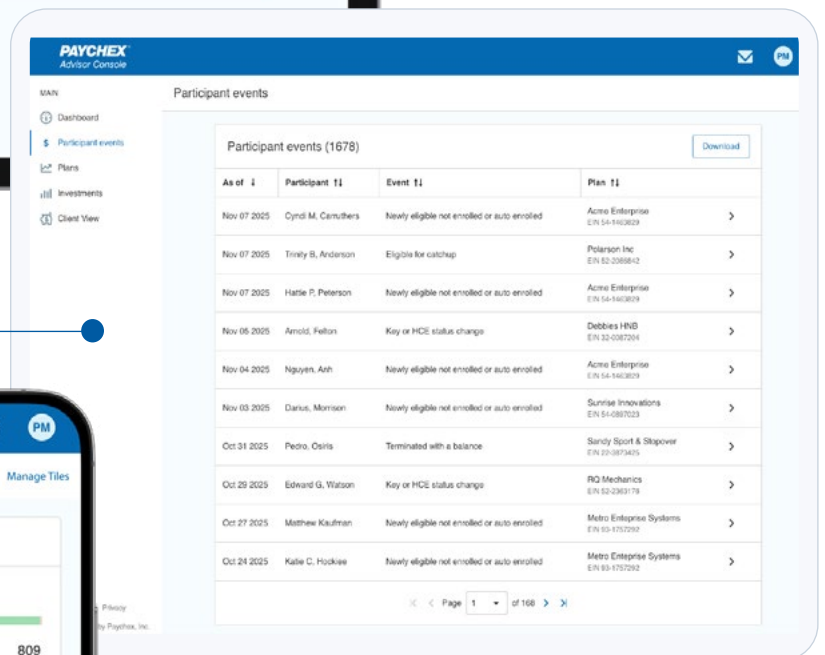


Easily Manage Your Book of Business Through the Advisor Console

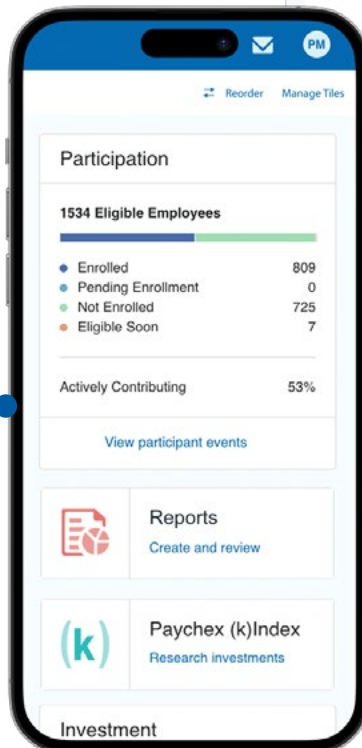


Enjoy easy access to your assets under management (AUM)

View notifications on participant events



Manage your book from your smart phone



Take a tour of our enhanced Advisor Console



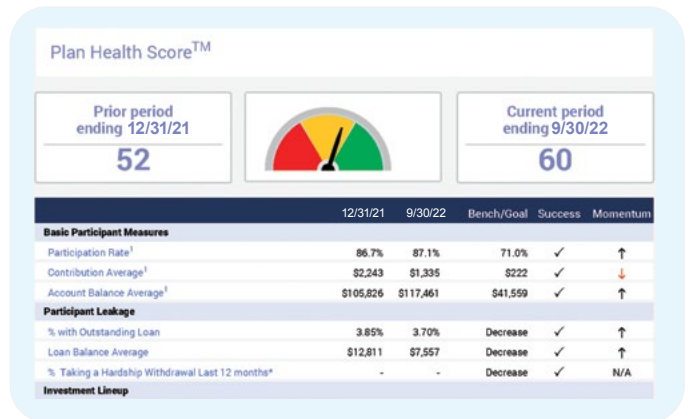
Plan Health Report

Move the needle for successful metrics

Strengthening Plan Health

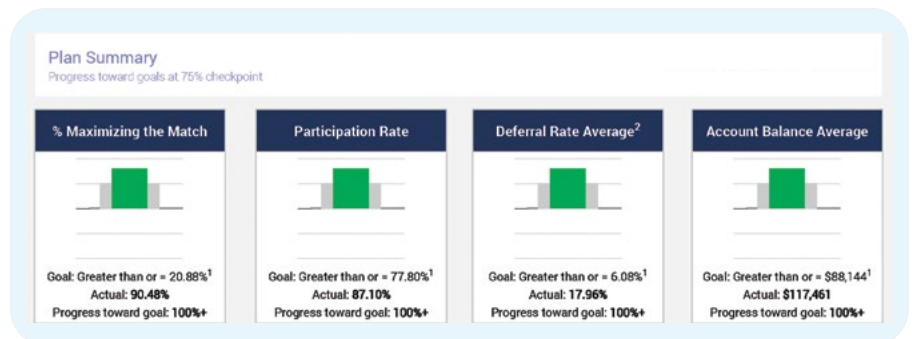
The Plan Health Score™ is a measurement of overall plan health that benchmarks key metrics that are foundational to participants' retirement readiness.

The Plan Health Score can be aligned with overall goals enabling advisors and plan sponsors to focus on detractors to plan health and setting 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.





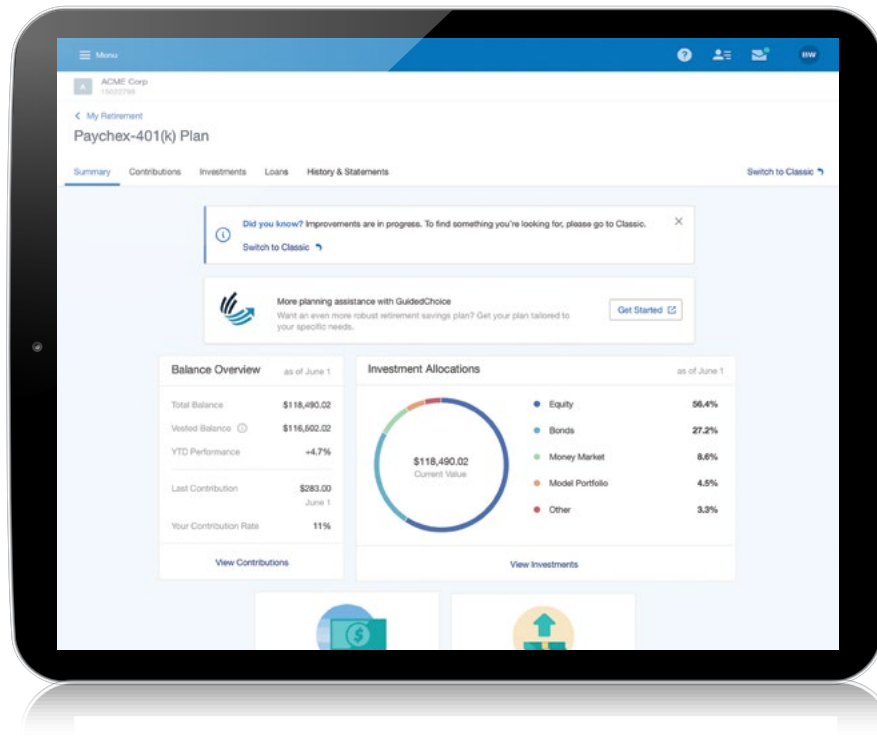
Live Service and Support

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

Plan Size	Pre-sale and Onboarding	Ongoing Service and Support
Less than \$1M	<ul style="list-style-type: none"> Specialized sales representative provides expert plan design and on-site and virtual support Dedicated onboarding plan coordinator 	<ul style="list-style-type: none"> Dedicated service center for live support Regular communications regarding important news, dates, and changes 24/7 self-service via web and mobile devices
\$1M - \$3M	<ul style="list-style-type: none"> Wholesalers provide proposals, information, and education Licensed sales professional provides local or virtual on-site sales and enrollment support Dedicated onboarding plan coordinator 	<ul style="list-style-type: none"> Team managed service by retirement professionals for the advisor and client Regular communications regarding important news, dates, and changes 24/7 self-service via web and mobile devices
\$3M+	<ul style="list-style-type: none"> Wholesalers provide proposals, information, and education Licensed sales professional provides local or virtual on-site sales and enrollment support Dedicated onboarding plan coordinator 	<ul style="list-style-type: none"> Dedicated account manager for the advisor and clients for the life of the plan <ul style="list-style-type: none"> Review of annual compliance test results and actions, if needed Form 5500 review, and audit package and support for Schedule H filers Regular communications regarding important news, dates, and changes 24/7 self-service via web and mobile devices

Enhanced User Experience

Self-service features through the participant portal



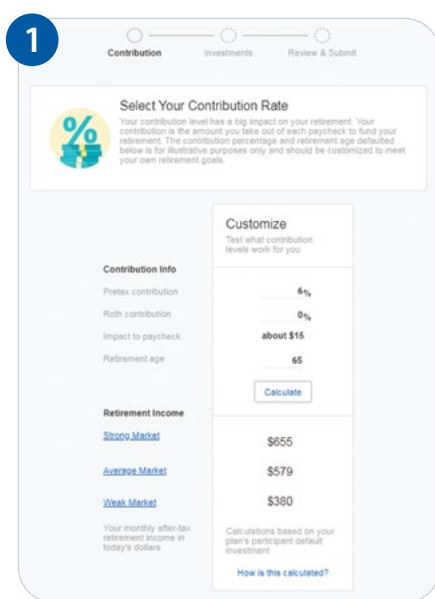
- Easy-to-read retirement summary
- Goal-setting and tracking tools
- Access to auto-increase tool or manual option to easily increase contributions
- Ability for participants to manage their own investments



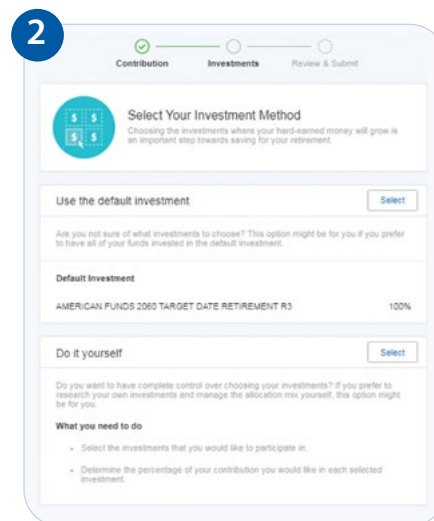
The participant portal is also available in Spanish

Quick Enrollment Process

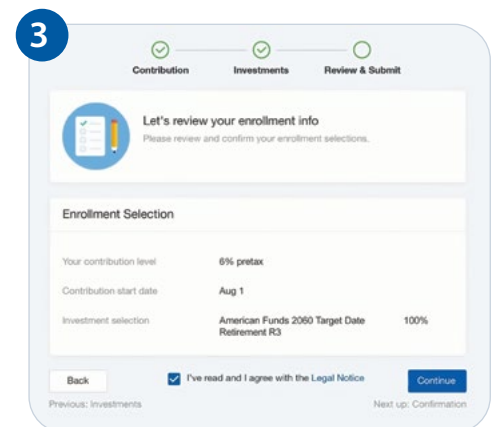
Enroll with just a few clicks! Enroll online or use the mobile app.



Select your contribution rate



Select your investment method, using the default investment or the "Do it yourself" option to select your own investments



Review and confirm your selections

[View Participant Demo](#)



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
- Click-to-chat available via web

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®

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

Ongoing education

Participants receive regular communications on key 401(k) topics and strategies for saving.

*The Paychex Flex app is available only to users with a Paychex Flex account who access paychexflex.com for their online services. Ask your Paychex representative for more information.

Getting Started

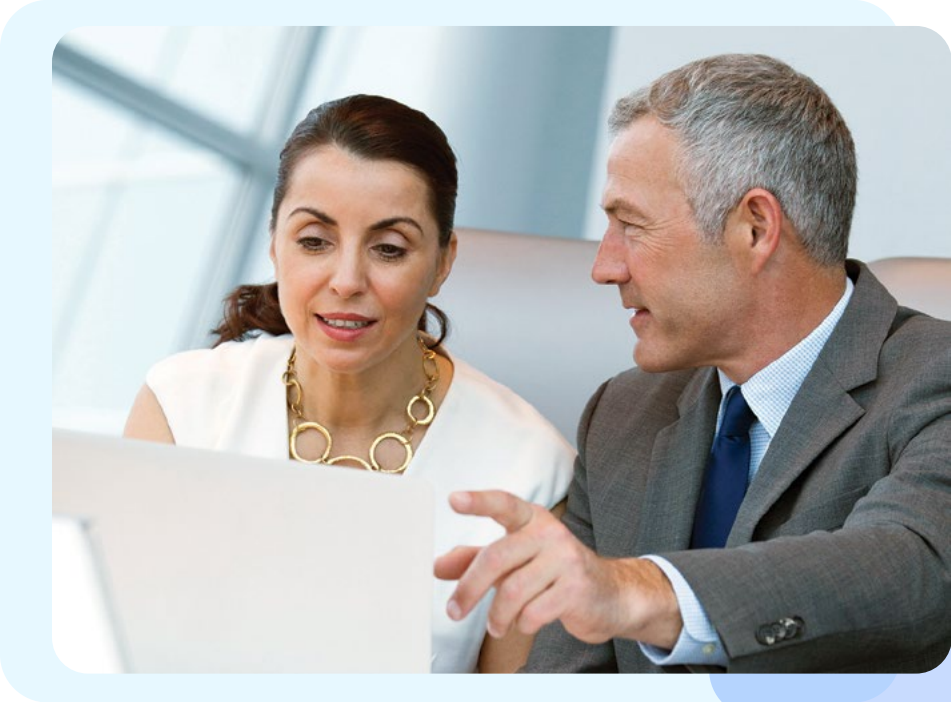
Plan sponsors put their trust in an experienced team of onboarding and service professionals and a well-orchestrated process.

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

About Paychex

Paychex, Inc. (Nasdaq: PAYX) is the digitally driven HR leader that is reimagining how companies address the needs of today's workforce with the most comprehensive, flexible, and innovative HCM solutions for organizations of all sizes. Offering a full spectrum of HR advisory and employee solutions, Paychex pays 1 out of every 11 American private sector workers and is raising the bar in HCM for nearly 800,000 customers in the U.S. and Europe. Every member of the Paychex team is committed to fulfilling the company's purpose of helping businesses succeed. Visit paychex.com to learn more.

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

Contact us today.

View the latest financial advisor resources and webinars:
go.paychex.com/advisors

Sales Support and Pre-sale Assistance:
Wholesale401k@paychex.com
855-588-4775

Existing Retirement Plan Support:
FASupport@paychex.com
877-283-9520

