

Document Compliance Maintenance Program Opt-In

Over the past several years, there have been many changes to the laws that govern your retirement plan. To retain the tax-qualified status of your retirement plan, the IRS requires that you follow certain operational rules and maintain the compliance of your plan document. Adopting SAI’s pre-approved plan document gives you the assurance that the IRS has approved the plan language and determined it satisfies the qualification rules of the Code.

In general, pre-approved plans are required to be updated on a six-year cycle established by the IRS. The next six-year cycle for retirement plans is shown in the chart below. Plan sponsors typically will have two years thereafter to adopt the restatement. In the intervening years, SAI will prepare and adopt any interim amendments required for any law changes or regulations that may become effective.

Document Type	Plan Type	Cycle Begins
Prototype or Volume Submitter	Defined Contribution	February 1, 2026
Prototype or Volume Submitter	Defined Benefit	February 1, 2024

In summary, plan documents will have to be amended periodically for any new laws or regulations and the documents will have to be completely restated on a six-year cycle determined by the IRS.

After the latest restatement process, many of our clients requested that we charge a smaller, annual fee that would be easier to budget. Therefore, in order to better manage the costs associated with the document restatement and amendment process, we are offering you the opportunity to enroll in the Document Compliance Maintenance Program.

Currently, SAI charges \$2,000 for IRS-required Total Plan Document Restatements and \$350 for Interim Amendments. In addition, SAI charges \$350 for Discretionary Amendments and \$475 for IRC 401(a)(4)-11(g) Corrective Amendments.

If you choose to participate in the Document Compliance Maintenance Program, the cost of all document restatements and amendments will be covered by a recurring annual payment of \$400. If SAI changes this annual payment at any time, SAI will advise you in advance of the change at least 60 days before it becomes effective. Each year we will review new legislation and regulations to assess the impact on your plan and determine if an amendment is required. In order to participate in this program, please complete and sign this letter.

We are confident that our maintenance program is a better and more efficient way to handle document costs for our clients. Under this program you will now be able to budget for the annual compliance maintenance fee rather than having a large fee billed every six years, with additional fees for each amendment in the interim.

Security Administrators, Inc. Document Compliance Maintenance Program for

Plan Name: \_\_\_\_\_

- ☐ We elect to participate in the SAI Document Compliance Maintenance Program. We understand that the annual fee for this service is \$400.
- ☐ We elect NOT to participate in the SAI Document Compliance Maintenance Program at this time. We understand that we will pay an additional fee for each amendment and document restatement.

Print Name

Signature

Title

Date