

[Date]

[Adopting Employer Name]

[Address Line 1]

[Address Line 2]

RE: Notice of ERISA Compliance and Plan Administration for [Name of Multiple Employer Plan]

Dear [Contact Name],

This letter serves to confirm the compliance requirements and administrative status of the [Name of Multiple Employer Plan] (the "Plan") under the Employee Retirement Income Security Act of 1974 (ERISA), as amended.

As a participating employer in this Multiple Employer Plan (MEP), please be advised of the following compliance standards currently in effect:

1. Fiduciary Responsibilities: The Plan Sponsor and the designated Plan Administrator maintain fiduciary responsibility for the operation of the Plan. However, as an adopting employer, you maintain fiduciary oversight regarding the selection and monitoring of the MEP provider.

2. Reporting and Disclosure: The Plan is intended to be treated as a single plan under ERISA Section 3(2). Accordingly, a single Form 5500 will be filed annually covering all participating employers. You are responsible for providing accurate employee data to ensure timely filings.

3. Internal Revenue Code Compliance: The Plan is operated to satisfy the requirements of IRC Section 413(c). This includes collective testing for participation and exclusive benefit rules, while certain non-discrimination testing may be applied on an individual employer basis.

4. Plan Documents: Enclosed (or available via the portal) is the Participation Agreement and the Summary Plan Description (SPD). You are required to distribute the SPD to all eligible employees within 90 days of their enrollment.

5. Bonding Requirements: Pursuant to ERISA Section 412, every person who handles funds or other property of an employee benefit plan must be bonded. Please ensure your current business insurance covers the required ERISA fidelity bond thresholds.

Please sign below to acknowledge receipt of this compliance notice and to certify that all employee census data provided to the Plan Administrator is accurate to the best of your knowledge.

Sincerely,

[Name of MEP Lead Sponsor/Administrator]
[Title]

Acknowledgment:

[Authorized Signatory for Adopting Employer]

[Date]