

NH HICKS

Legal and Pension Consultants
www.nhhicks.com

OUR SERVICES

Installation services establish the plan for a one-time fee. We prepare all documents including:

- Proposal recommending different plan designs (All proposals are prepared at no cost),
- Plan and Trust Documents and Loan Policy,
- Required employee booklets "Summary Plan Description", and
- Administration manual with the forms and procedures necessary to administer the plan.

Takeover of an existing plan is done at no expense to the Client. We perform these services:

- Review their current plan document to ensure all amendments have been adopted timely and prepare a summary of the major plan provisions,
- Prepare proposal recommending any change to plan design,
- Reconcile assets in trust to accounts in plan, and
- Compare assets and accounts to Form 5500-SF.

Annual administration services include, but are not limited to:

- The reconciliation of employee census and investments statements,
- Performing all necessary discrimination tests,
- Calculating and allocating all contributions, earnings and applicable forfeitures,
- Preparation of reports for client and participants, and
- All governmental required forms and participant disclosures.

OUR FIRM

NH HICKS is fee only, third party pension administration and consulting firm that does not handle any investments or insurance. Founded in 1992, our company administers over 1,000 qualified retirement plans primarily throughout California, Washington, Oregon, Colorado, Utah and Idaho. We offset our fees by all payments received from investment companies.

We provide plan document installation, consultation, contribution calculations, compliance testing, and IRS and DOL reporting for qualified retirement plans. We've developed a unique administration system designed to ensure superior quality while keeping costs competitive. Each client is assigned an administrator and a consultant. Our administrators have over 250 years of combined experience. The administrator handles all day-to-day services, while the consultant is available for working with the client and advisors to ensure each plan design is the best fit for the company's needs.

We value our client relationships and provide experienced personal service dedicated to your needs and concerns. If you have any questions or would like to meet, please contact us.

Respectfully Submitted,

Tom Hicks Debbie Rath
President Consultant