ASPIRE
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403(b) NON-ERISA PUBLIC EDUCATION

PLAN ESTABLISHMENT GUIDE

CHECKLIST

Note: This document is to establish a plan for Public Education that is NOT subject to regulations set forth in the Employee Retirement Income Act of 1974(ERISA).

(For Faith Based/Non-profit or for ERISA 403(b) Plans, the forms are available from 403457Team@aspireonline.com)

Thank you for choosing Aspire Financial Services, LLC. (Aspire) as your retirement plan provider.
This Plan Establishment Guide includes all the material you need to begin the plan installation process.

To establish the **403(b) Non-ERISA Public Education Plan** the following actions need to be completed:

STEP 1	Complete the Profile and Contact Information
STEP 2	Complete the Authorized Plan Sponsor Persons Information. It is recommended, but optional that you provide Additional Authorized Signers.
STEP 3	Complete the Third Party Administrator (TPA) Information. If there is no TPA please indicate this by checking the appropriate box.
STEP 4	Complete the Loan Provisions Section, if loans are allowed. You must check the box by Yes if your plan allows loans.
STEP 5	Complete the Source Provisions Section. If your Plan has specific provisions that are not outlined in the checklist please complete the Other Section with these provisions.
STEP 6	Review the Plan Investment Section and provide the additional information, if applicable.
STEP 7	Review the Plan Advisor Section and provide the additional information, if applicable.
STEP 8	Plan Sponsor Authorization – have the Authorized Person for the Plan Sponsor complete, sign and date this section.

Please send your completed plan establishment materials, to the following address:

Email:
enrollmentforms@pcsretirement.com

Upload:
Aspire Submission Tool
www.aspireonline.com/resources/forms-submission-tool

Thank you for choosing Aspire.

Upload this form through the form submission tool at www.aspireonline.com/resources/forms-submission-tool
Email: enrollmentforms@pcsretirement.com **Questions?** Call Client Services at 866.634.5873, M - F, 8am - 8pm EST

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(For Faith Based/Non-profit or for ERISA 403(b) Plans, the forms are available from 403457Team@aspireonline.com)

STEP 1 PROFILE & CONTACT INFORMATION

Plan Name

Employer Sponsor Name

Primary Contact Name

Address

City

State

Zip

Telephone Number

Ext.

Fax

Email

Website

❑ K-12　　❑ Higher Education

Employer Tax Identification Number

Company Fiscal Year End (MM | DD)

Number of Employees

STEP 2 AUTHORIZED PLAN SPONSOR PERSONS INFORMATION

Any individual whom the plan sponsor authorizes on its behalf and that has full access to authorize distributions and loan processing must be an Authorized Person(s). Authorized Person(s) also will be responsible for reviewing all transactions, including but not limited to verifying the accuracy of plan contributions and plan disbursement authorizations processed through the Plan Sponsor websites.

The Plan Sponsor may want to authorize at least two people to act in the capacity of Authorized Person(s) in order to ensure that at least one Authorized Person is available when needed. If additional Authorized Person(s) are desired, please provide additional authorized person(s) information.

Authorized Person Name

Title

Telephone Number

Ext.

Email

▶

Authorized Person Signature

Date (month | day | year)

ADDITIONAL AUTHORIZED SIGNERS (OPTIONAL BUT RECOMMENDED)

Authorized Person Name

Telephone Number

Ext.

Email

▶

Authorized Person Signature

Date (month | day | year)

Authorized Person Name

Telephone Number

Ext.

Email

▶

Authorized Person Signature

Date (month | day | year)

STEP 3 THIRD PARTY ADMINISTRATOR (TPA) INFORMATION

☐ No TPA has been appointed.

_____
Company Name

_____   _____   _____
Contact Name   Telephone Number   Ext.

_____   _____
Email   Spark Aggregator Number for Plan

STEP 4 LOAN PROVISIONS

Allow loans:

☐ Yes (If not checked loans are NOT allowed)

Aspire standard loan program is:

- ■ one loan per participant at a time,
- ■ a minimum loan of $1000 and
- ■ a loan rate of Prime +1%

The default will be the Aspire standard loan program if you do not complete the section below.

Custom Program:

Maximum # of loans outsourcing per Participant: _____   Minimum Loan Amount: $_____

Loan Rate: ☐ Prime Only   ☐ Prime + _____

STEP 5 SOURCE PROVISIONS

1. Employee Deferrals:

The Aspire standard program allows:

- ■ Pre-tax and Roth deferrals
- ■ In-Service Default Age 59½
- ■ In-Service Withdrawals are allowed
- ■ Hardship Withdrawals are NOT allowed

If you want to customize your program please complete the Source Provisions that apply, if not completed the Aspire Standard program will be the default:

Deferrals:	☐ Pretax	☐ Roth	☐ Both
In Service Age:	☐ _____(Specify age)		
Allow:	☐ Hardship Withdrawals	☐ In-Service Withdrawals	

2. Employer Contributions:

Complete this section if there will be employer contributions. If no provisions are supplied, no special provisions will be established.

Contributions:	☐ Pretax	☐ Roth	☐ Both
Full Vesting:	☐ Death	☐ Disabled	☐ Retired
Allow:	☐ Hardship Withdrawals	☐ In-Service Withdrawals	
In Service Age:	☐ _____		

3. Other Sources Provisions:

Complete this section if there will be other Source Provisions.

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Upload this form through the form submission tool at www.aspireonline.com/resources/forms-submission-tool
Email: enrollmentforms@pcsretirement.com **Questions?** Call Client Services at 866.634.5873, M - F, 8am - 8pm EST

STEP 6   PLAN INVESTMENTS

Please select the Aspire product(s) to be made available. If no selection is made, all Aspire products will be made available.

☐ Standard Aspire Product

Aspire's standard product offers open-architecture investment selection. This allows the Participant to choose to invest in any mutual fund available from the custodian.

If the Plan Sponsor wants to modify the funds available under the standard Aspire product, please provide a letter of direction on the Plan Sponsor's letterhead providing the list of approved investment options for Participants and signed by an Authorized Person for the Plan. Please include the fund name and ticker symbol for each fund.

☐ Aspire Product for Franklin Templeton Funds

Aspire's product for Franklin Templeton funds allows Participants to choose to invest in mutual funds offered by the Franklin Templeton family of funds.

STEP 7   PLAN ADVISORS

An Investment Firm is a Broker/Dealer or Registered Investment Advisory company that financial professionals are affiliated with to provide investment services.

Unless the Plan Sponsor requires otherwise, Aspire products allow Participants to choose any Financial Professional of their choosing from an Investment firm or self-direct their own account. If the Plan Sponsor wants to restrict the Financial Professionals that can be selected by Participants, please provide a letter of direction on the Plan Sponsor's letterhead advising Aspire of the Investment Firm(s) authorized for this Plan. The letter of direction should include the company name, contact name, mailing address, telephone number and email information for each Investment Firm. This letter must be signed by an Authorized Person of the Plan.

STEP 8   PLAN SPONSOR AUTHORIZATION

The Plan Sponsor authorizes Aspire to implement the 403(b) plan based on the information outlined in Plan Establishment Guide. The Plan Sponsor agrees to provide Aspire in writing any changes to the information noted in the Plan Establishment Guide as they occur. Plan Sponsor will provide to Aspire any additional information and documents related to the Plan upon request from Aspire.

_____   _____
Authorized Person Name   Title

_____   _____   _____
Telephone Number   Ext.   Email

▶ [_____]   ☐☐–☐☐–☐☐☐☐
Authorized Person Signature   Date (month | day | year)

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