Instructions for opening a Conversion *EZ* B Plan™ 403(b)

Complete and submit the <u>Conversion *EZ* B Plan™ 403(b) Set-up Form.</u> Feel free to call us toll-free at 877-254-7085 if you have any questions while completing the set-up form.

<u>STEP 1: Application</u>

The completed Conversion *EZ* B Plan™ 403(b) Set-up Form along with the following items:

- A copy of the current plan Adoption Agreement and Summary Plan description
- A check for the one-time application fee of $100.

All documents should be mailed to:

Revzon Consulting Group, LLC
Attn: EZB Services
465 Furnace Street, Suite 6
Marshfield, MA 02050

<u>STEP 2: Plan Design</u>

Once the Revzon Consulting Group has received the completed Conversion *EZ* B Plan™ 403(b) Set-up Form you will be contacted to set up an introductory call to review the current plan profile and to discuss the conversion process at this time you will be asked to complete the following forms:

- <u>Fund Line-up</u>
- <u>Company Census</u>
- <u>Custodial Agreement</u>
- <u>ACH Sheet</u>
- <u>Portfolio Sheet</u> (if applicable)
- <u>RCG Services Agreement</u>

Links to these documents can be found at http://www.ezbplan.com. In addition, we will need 5500 forms and testing/data reports form the last 2 years.

<u>STEP 3: Plan Establishment</u>

It will take approximately 2 weeks to set up the plan and produce the plan documents along with the ancillary forms. Completed plan documents will be sent to you along with detailed instructions. At this time, the fund line up and census forms need to be submitted in order to proceed to **Step 4**.

<u>STEP 4: Participant Enrollment</u>

You will be provided with hardcopy Deferral Election Forms, Investment Election forms, Beneficiary Designation forms, and participant PIN numbers for the enrollment process. On-line enrollment is also an option. Prospectuses and other descriptive Investment option information is the responsibility of the Investment Advisor.

<u>STEP 5: Conversion of Existing Account</u>

Provide plan sponsor with Change of Provider Letter (link found at http://www.ezbplan.com) Instruction to be copied onto sponsor letterhead and sent to the existing service provider notifying them of the change and giving Revzon permission to contact them. After contacting the prior service provider a timeline will be established for the establishment of the quiet period and anticipated date for the transfer of data and assets.

STEP 6: Payroll Training

A time will be set up with the client to schedule the training for the payroll submission process.

STEP 7: Existing Account Set-up

As of the agreed upon date the prior record keeper will transfer the plan assets to the custodian. They will also forward the participant balances and loan information for set up on the record keeping system. Once the accounts have been established and reconciled, Personal Identification Numbers along with instructions to access their accounts will be sent to the Employer for distribution to the participants and the plan will be live.

Need more information?

Plan sponsors and financial advisors are encouraged to speak with an *EZ* B Plan™ representative.

Visit: **www.ezbplan.com**

Call: **877-254-7085**
Fax: **781-343-0757**

Email: **ezb@revzonconsulting.com**

Timeline for a Conversion *EZ* B Plan™

Conversion *EZ* B Plan™

RCG Responsibility

Week Two
Schedule Plan Design Call

Week Three & Four
Plan Establishment, Deliver Plan Documents to Advisor

Week Five
Generally, period of black-out Commencement

Week Six
Conduct Payroll Processing Training

Week Seven, Eight, Nine
Conversion of Existing Account

Week Ten & Eleven
Completion of Conversion

Advisor Responsibility

Week One
Submit Application & Check, Provide Current Plan Adoption Agreement & Summary Plan Description

Week Two
Submit Past 2 Year 5500's & Testing/Data Reports

Week Three & Four
Submit Past 2 Year 5500's & Testing/Data Reports

Week Five
Enrollment Meetings & Participant Enrollment

Week Eleven
Plan is Live

Weeks

1 2 3 4 5 6 7 8 9 10 11