



THE BENEFITS OF MULTIPLE EMPLOYER PLANS (MEPS)

SAVE WITH ECONOMIES OF SCALE. ATTRACT AND RETAIN TALENTED EMPLOYEES.



TRANSAMERICA®



YOUR BUSINESS AND EMPLOYEES COULD BENEFIT FROM AN MEP

Whatever the size of your business, you could benefit from joining a multiple employer plan (MEP). In this guide, we explain what an MEP is — as opposed to a single employer plan — and how you could use an MEP to reduce costs while improving the quality of your benefits. Among other things, we show how MEPs can help attract and retain the best employees, break down potential cost and time savings, and review our plan design and educational resources.

WHAT IS AN MEP?

An MEP is a retirement plan for businesses that typically have a common interest but are not commonly owned or affiliated. These businesses are referred to as adopting employers when they elect to join the MEP. These plans can be defined contribution (DC) or defined benefit (DB) plans.

WHAT IS AN MEP SPONSOR?

An MEP sponsor is the group that maintains the MEP and master contract under which adopting employers may adopt a retirement plan. An example of organizations that may sponsor an MEP can be a professional employer organization (PEO) or a professional association.

MEPs ARE IMPORTANT BECAUSE EMPLOYEES ARE IMPORTANT

MEP retirement plans can help you attract and retain the kind of high-quality employees who drive business success. To maintain your competitiveness, you need to find a better way to reward — and keep — your best talent. An MEP can help you by giving your employees the opportunity to:

- Set aside tax-deferred income for retirement
- Reduce their immediate taxable income
- Qualify for any employer matching contributions
- Make investing for their retirement automatic
- Learn about saving, investing, and budgeting for their retirement

Studies show that employees value working for an employer with a retirement plan. In fact, 81% of workers said retirement benefits offered by a prospective employer would be a major factor in final job decision-making.¹ This statistic reveals not only the high value employees place on retirement benefits, but also that they consider it a key part of their overall compensation.

SOME OTHER BENEFITS OF AN MEP

There are many more reasons for your business to consider a retirement plan through an MEP, including:

- Potential cost savings compared to operating a single employer plan on your own
- Fiduciary support
- Access to more investment choices
- Strong participant education support*
- Business tax deductions*

REASONS TO CHOOSE TRANSAMERICA

- Transamerica offers global resources with local insight. We're a part of Aegon, one of the world's largest life insurance, pension, and asset management groups with operations in more than 20 markets worldwide and approximately 28,000 employees.²
- Our outstanding record of high-quality service has earned us a yearly multiple employer plan client retention rate of 95.3%.²



According to the 18th Annual Transamerica Retirement Survey of Workers,

88% of workers value a 401(k) or similar plan as an important benefit.¹

81% of workers say that retirement benefits offered by a prospective employer will be a major factor in their decision whether to accept an offer.¹

See back cover for important footnotes.

*These are also benefits of a retirement plan in general.

THE POTENTIAL COST SAVINGS OF ADOPTING AN MEP

There are two main benefits to joining an MEP: real savings for your business and limiting employee turnover by delivering the retirement plan and resources your employees deserve. Let's take a look at the savings when comparing a single employer plan with an MEP.

	WITH A SINGLE EMPLOYER PLAN	WITH AN MEP
AUDIT COSTS	An audit could potentially cost your company a great deal of money each year. Why? The law requires 401(k) retirement plans with 100 or more participants to complete a yearly audit. This involves hiring an independent, qualified public accountant to conduct an audit of the plan's financial statements, including a review of the plan's Form 5500, schedules, internal control practices, and other information.	Your business may be able to avoid paying an accountant for this service, and the audit will typically be handled at the MEP sponsor level.
DOCUMENT PREPARATION COSTS	Document preparation can be quite expensive over time. Why? When you provide a retirement plan, such as a cross-tested or new comparability plan, you must have plan documents professionally drafted. You must modify the plan to align with evolving laws and regulations in subsequent years as well.	Being an adopting employer significantly reduces most document preparation costs since most document preparation is provided in the MEP.
COMPLIANCE TESTING COSTS	Compliance testing can cost several thousand dollars per year. Why? To qualify for tax-advantaged status, most non-safe harbor 401(k) retirement plans must pass rigorous nondiscrimination tests each year to ensure the plans do not discriminate in favor of highly compensated employees.	Testing is included, and economies of scale help lower costs. Our process streamlines nondiscrimination testing and may be billed as an administrative fee instead of a separate charge. The MEP sponsor also handles the work and time associated with compliance testing, including preparing census data and providing documentation to the recordkeeper.
FORM 5500 FILING COSTS	Form 5500 filing can potentially cost several hundred dollars or more per year for a plan sponsor. Why? The law requires pension and welfare benefit plans to file a yearly report — usually a Form 5500 — regarding their financial condition, investments, and operations.	You no longer need to complete a Form 5500. Your MEP sponsor files one form covering all its employee adopters. If your business is subject to an audit for Form 5500 purposes, it may have to bear only a fraction of the expense, if any.
QUARTERLY PARTICIPANT STATEMENT COSTS	You may need to pay an outside service provider for the printing, handling, and postage costs for each participant's statement. Why? The law requires you to send quarterly statements to participants who have the right to direct their investments in defined contribution plans.	Your quarterly statement costs may be reduced. We can often complete this task as part of our service. Statements are sent within five business days of the end of each quarter. ³
INVESTMENT UNDERWRITING	Investment underwriting often features higher fees, fewer services, and fewer investment choices.	The pricing reflects the combined worth of all its adopting employers and, using that buying power, can generally obtain lower fees, more services, and a more diverse investment choice offering.

WE CAN HELP YOU LOWER YOUR PLAN DESIGN COSTS

Plan design often requires an experienced professional to develop a plan that will suit your company's employee demographics and help meet your retirement plan objectives.

The process usually includes reviewing demographics to determine the best options for employee eligibility, vesting schedules, contribution types, nondiscrimination testing, benefit payments, loans, withdrawals, and payment of plan fees.

Furthermore, you might consider plan design alternatives based on the unique aspects of your business. This includes in-depth review to determine which plan type best suits your business. For example, you might think of adopting a cross-tested or age-weighted plan, a profit-sharing-only plan, a profit sharing with 401(k), a 401(k) with an automatic enrollment feature, a safe harbor plan, or some other type of plan.

When you adopt an MEP, you'll have all these critical plan design alternatives. You pick the eligibility requirements, entry dates, and vesting schedule that best fit your budget and objectives.

THE TIME-SAVING BENEFITS OF MEP PLANS

We understand that human resources are limited — even for the largest of companies. Our relationship with your MEP sponsor provides access to two professional organizations for management support of your retirement plan's administration and servicing. As a result, you can benefit from a quality employee retirement plan that doesn't drain your business or your budget.

ADMINISTRATIVE OFFLOAD

If you adopt an MEP, you may save more than just money — you may save time. Time you can use to grow your business.

Think of the hours you could save on managing a retirement plan if you adopt an MEP. Miscalculating the administration required to properly operate a retirement plan is a typical mistake.

With an MEP, adopting employers can avoid a significant number of tasks including, but not limited to:

EMPLOYEE ELIGIBILITY TRACKING

We notify employees of their eligibility and key plan events or information — increasing your communication with your employees.

CONTRIBUTION REMITTANCES*

We transmit contributions and participant data — helping you avoid challenges with meeting Department of Labor requirements through your centralized payroll services.

PAYROLL PROCESSING*

We maintain your employee payroll data — saving you time through your centralized payroll services.

LOAN AND DISTRIBUTION PROCESSING

We coordinate approval and processing of participant transactions, such as loans and distributions — often reducing the turnaround time while helping keep you in compliance.

COMPLIANCE AND LEGISLATIVE SUPERVISION

We handle compliance testing and filings, such as Form 5500 reporting and both annual and mid-year nondiscrimination testing — helping to keep you in compliance and avoid penalties.

We also provide contribution limit tracking; participant statements; investment reviews; and loan processing.

FIDUCIARY RESPONSIBILITIES

A fiduciary is someone who has volunteered to act as a "caretaker" of another's rights, benefits, and — in this case — retirement plan assets.

The fiduciary has a legal obligation to carry out plan responsibilities with the highest degree of prudence, good faith, honesty, integrity, service, and loyalty to the beneficiaries' interests. This good faith has been interpreted to impose an obligation to act reasonably in order to avoid negligent handling of the participants' interests as well as the duty not to favor anyone else's interest over that of the participant.

MEPs provide substantial fiduciary support. For example, the fiduciary responsibility to select and monitor your plan's investments is managed by your MEP sponsor.

We provide MEP sponsors with tools to help handle the required tracking, documenting, and monitoring of this important task.

*Adopting employer will need to handle these functions if not part of a PEO arrangement.



EASE OF ADOPTION

The MEP adoption process is easy and seamless. We offer a toll-free number for your participants to call with questions regarding your plan and their account. Trained professionals are available to assist you with questions during the adoption process, and paper adoption is also available.

Under the guidance of a designated plan installation specialist along with your multiple employer plan sponsor, converting your existing retirement plan or implementing a retirement plan for the first time is made faster and easier.

Transamerica uses five criteria⁴ to determine whether an investment choice should be offered:

1. Performance measurement
2. Style consistency
3. Fees and expenses
4. Investment process and portfolio composition
5. Management tenure

Many small- to mid-size companies may not have the resources to manage a retirement plan from a fiduciary standpoint. MEP sponsors assume a fair amount of fiduciary responsibility on behalf of adopting employers and can assist with the day-to-day management of the plan.

ACTIVITY	TRANSAMERICA	MULTIPLE EMPLOYER PLAN SPONSOR
Completed submission paperwork received in Installation Services (including prior plan documents)	X	X
Compliance review of prior plan documents	X	
Prepare termination letters to be sent to prior providers containing liquidation and wire instructions	X	
Enrollment kits ordered	X	
Set up adopting employer	X	
Sign termination letters and mail to prior providers		X
Schedule enrollment workshops/webex conferences	X	
Take over review discussion with adopting employer	X	
Confirm asset transfer dates with prior providers, ensure required data elements will be provided in a timely fashion	X	
Produce final blackout notice for distribution by adopting employer to participants	X	X
Request and load census data	X	
PIN letters mailed after census file has been loaded	X	
Enrollment kits delivered	X	
Conduct enrollment meetings	X	
Takeover assets	X	
Receive conversion records, format data for processing reconciliation of takeover assets, and set up loans	X	
Plan live	X	
Submit distribution and loan requests received during blackout period		X
Mail summary plan description copies to participants	X	

See back cover for important footnotes.

YOUR PRIOR PLAN DOCUMENT CHECKLIST

To help ensure a smooth and timely transition from your prior plan provider to Transamerica, we've provided samples and descriptions of the required prior plan documents necessary to establish your plan with us.

Please be prepared to provide copies of your most up-to-date prior plan documents at the time you sign the installation documents.

1. PLAN AND TRUST AGREEMENT — PENSION PROTECTION ACT OF 2006 (PPA)

The Plan and Trust Agreement may consist of the following:

- For a Master or Prototype (M&P) Document: (1) the Adoption Agreement will contain all the variable provisions elected by the employer, and (2) the Plan and the Trust Agreement will contain all the non-variable provisions. Sometimes, the Plan and Trust Agreement may be separate documents.
- For a Volume Submitter (VS) document, all variable and non-variable provisions may either be included in one document, or in the Adoption Agreement plus Plan and Trust format.
- For an individually designed plan, all plan and trust provisions are generally included in one (1) document.

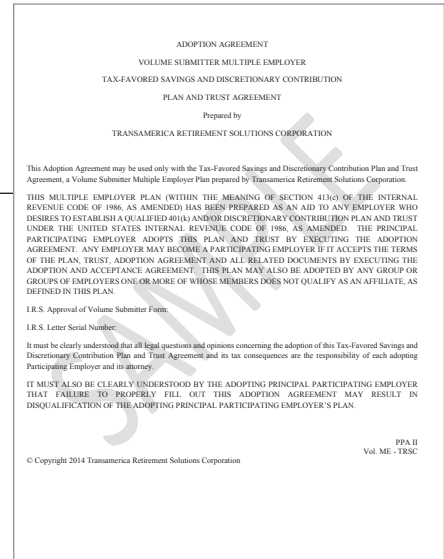
2. POST-PPA PLAN AMENDMENTS

If you amended your plan after you signed your PPA plan document, we will need signed copies of these amendments.

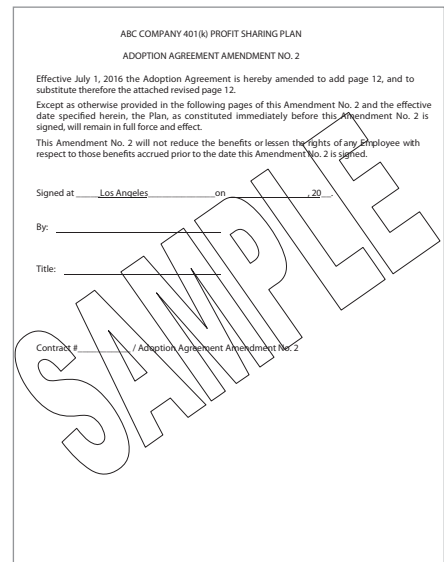
3. IRS (INTERNAL REVENUE SERVICE) PPA (WHICHEVER IS APPLICABLE) OPINION OR ADVISORY LETTER FOR MASTER, PROTOTYPE, OR VOLUME SUBMITTER DOCUMENTS ONLY

Companies that provide plan document services to employers generally get preapproval of such plan documents from the IRS. If the IRS preapproves such documents, the IRS will issue a letter. Please provide a copy of the letter that corresponds with your plan document.

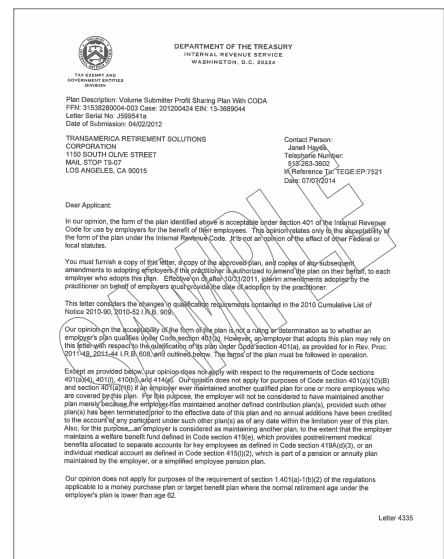
If you were participating in a multiple employer plan prior to coming to Transamerica, you may obtain a copy of this letter from the multiple employer plan sponsor.



Example



Example



Example

4. IRS FAVORABLE DETERMINATION LETTER

An employer may submit its own plan to the IRS for a favorable determination letter, if applicable. A favorable determination letter on a plan means that the form (language) of the plan is qualified under IRC section 401(a).

Examples of plan provisions and situations that would generally prompt an employer to file for a favorable determination letter include:

- Employee exclusions other than union or nonresident aliens with no U.S. source income
- Compensation exclusions other than reimbursements or other expense allowances, moving expenses, fringe benefits, and welfare benefits
- New comparability, age-neutral, or age-weighted contribution allocation formula
- Last day and/or 1,000 hours requirements for employer contributions and/or forfeitures
- Employer maintains another plan.
- Employer makes 401(k) safe harbor contributions under another plan.
- The plan is aggregated with another plan for testing purposes. If you were participating in a multiple employer plan prior to coming to Transamerica, you may obtain a copy of the favorable determination letter from the multiple employer plan sponsor.

Example

5. MOST RECENTLY FILED FORM 5500

The Form 5500 is a yearly reporting form completed for the plan and filed jointly with the IRS and the Department of Labor. With certain exceptions (e.g., certain one-man plans with less than \$250,000 in assets), all plans are required to file an annual Form 5500. Plans that cover only the sole owner of a company or only the sole owner and the owner's spouse may only be required to file Form 5500-EZ, a simplified version of the Form 5500.

Transamerica looks forward to activating your plan upon receipt of all the legally required documents. Please contact your prior plan provider if you are missing any plan documents. Thank you for the opportunity to serve as your retirement plan provider.

If we do not receive all necessary executed documents, we may request for your multiple employer plan sponsor to sign a progress authorization letter. A progress authorization letter references the documents that were used in our takeover review of your plan and identifies those that are missing. It details the implications of not having these documents when filing your new plan for a favorable determination letter (FDL) with the IRS.

Transamerica does not provide investment advice. Nothing presented herein should be construed as a recommendation to purchase or sell a particular investment, product, or follow any investment technique or strategy. Transamerica does not act as a fiduciary.

Example

PARTICIPANT EDUCATION & SUPPORT

We provide you and your employees with access to a series of educational tools and resources — complete with an easy-to-navigate website and communication materials. These are designed for meeting retirement planning educational needs throughout their lives and the life of your plan.

Our *OnTrack*® communications program, for example, provides a roadmap to retirement readiness that employees can access throughout the year, and plan sponsors can conveniently track online with our 12-month communications calendar.

The interactive *OnTrack* tool is at the heart of our *OnTrack* communications program. The tool uses easy-to-understand weather icons, which display the estimated percentage of a participant's targeted future income they're on course to receive based on their current contribution and investment strategies. Better still, it specifies steps they can immediately take to help improve.

As an adopting employer, you will have access to a wide variety of tools and resources to enroll and educate your employees and participants.

ENROLLMENT RESOURCES

We provide nationwide enrollment support designed to increase employee participation.

Moreover, we make enrollment fast and hassle-free by offering you:

- Enrollment workbooks
- Enrollment workshops
- Enrollment videos
- Online enrollment

More tools are at your disposal, and several are available in both English and Spanish.

INVESTMENT EDUCATION & PLANNING TOOLS

We offer plan sponsors many resources that can help empower participants to better manage their investments, including:

EMPLOYEE EDUCATIONAL MEETINGS

Your retirement plan includes an enrollment and educational program created to increase both your employees' confidence in planning for retirement and their comfort level with investing.

EASY-TO-NAVIGATE PARTICIPANT WEBSITE

Your employees can enroll, make salary deferral changes, elect asset allocation rebalancing, update personal information, and manage their retirement plan account from the comfort of their home or office. With online reporting of their account activities, your employees can monitor their progress toward a funded retirement 24/7. Our convenient mobile app also gives participants access to their current account information through most mobile devices.

Other available resources include educational brochures, flyers, and videos; quarterly online participant newsletter; and online retirement planning calculators and tools.




Transamerica is a top retirement plan provider with more than 29,000 retirement plans, totaling more than \$248 billion in assets serviced.⁵ Transamerica has 15-plus years of experience in servicing multiple employer plan sponsors and retains more than 14,000 adopting employers.⁵ We provide the tools and services that deliver the results every employee deserves.

ABOUT PROBABILITY ILLUSTRATIONS, LIMITATIONS, AND KEY ASSUMPTIONS

The probability illustrations generated from the engine are based on “Monte Carlo” simulations of 500 possible investment scenarios for a given time period and assume a range of possible returns. The illustrations are generated according to models developed by Morningstar Investment Management LLC, a leading independent provider of asset allocation, manager selection, and portfolio construction. The *Your Retirement Outlook*® graphic reflects the difference between the model’s estimated annual income (which corresponds to a 70% probability level of income in the investment scenarios simulated) and your annual income goal.

When forecasting the probability of achieving your income goal, the model employs different returns for different asset classes, based on Morningstar Investment Management’s capital market assumptions developed using historical and forward-looking data. Forecasts of expected return, expected standard deviation, and correlation among asset classes based on Morningstar Investment Management LLC’s proprietary equity, fixed income, currency, and risk models. Current assets are assigned to asset classes based on Morningstar Categories, and fees and charges inherent in investing are incorporated with an average fee assumption for each asset class. The benchmarks used for modeling the various asset classes are below. Return assumptions are updated annually; these updates may have a material impact on your projections. Return assumptions are estimates not guarantees. The returns you experience may be materially different than projections. You cannot invest directly in an index.

	ASSET CLASS	BENCHMARK
<p>Lower Risk/ Volatility</p>  <p>Higher Risk/ Volatility</p>	Cash Alternatives	BofA ML US Treasury Bill 3 Month USD
	Short Term Bonds	BarCap US Govt/Credit 1-3 Yr TR USD
	Aggregate Bonds	Barclays Capital US Agg Bond TR
	Foreign Bonds	Barclays Global Aggregate Ex USD TR
	Direct Real Estate	NCREIF Transaction Based Index
	High Yield Bonds	Barclays Capital US Corporate High Yield TR
	TIPS	Barclays Capital Global Inflation Linked US TIPS TR
	Long Term Bonds	Barclays Capital US Govt/Credit Long TR
	Large Cap Value Equity	Russell 1000 Value TR
	Large Cap Equity	Russell 1000 TR
	Mid Cap Value Equity	Russell Mid Cap Value TR
	Mid Cap Equity	Russell Mid Cap TR
	International Equity	MSCI EAFE GR
	Commodities	Bloomberg Commodity TR
	Mid / Small Cap Value Equity	Russell 2500 Value TR
	Large Cap Growth Equity	Russell 1000 Growth TR
	Mid / Small Cap Equity	Russell 2500 TR
	Small Cap Value Equity	Russell 2000 Value TR
	Small Cap Equity	Russell 2000 TR
	Mid Cap Growth Equity	Russell Mid Cap Growth TR
	Mid / Small Cap Growth Equity	Russell 2500 Growth TR
	REITs	FTSE NAREIT Equity REITs TR
	Small Cap Growth Equity	Russell 2000 Growth TR
	Emerging Markets Equity	MSCI EM GR

Unless you choose otherwise or your employer supplies different information, the probability illustrations assume retirement at the age at which you qualify for full Social Security benefits and an annual retirement income goal of 80% of your projected final working salary. Social Security estimates are based on the Social Security Administration methodology and your current salary. The probability illustrations also assume a consistent contribution percentage and asset allocation (no future changes or rebalancing unless you are subscribed to a managed account or a target asset allocation service), annual inflation of approximately 2%, and annual salary increases based on a calculation that incorporates multiple factors including a salary growth curve and inflation. Mortality assumptions are based on the Society of Actuaries tables.

The models are subject to a number of limitations. Returns associated with market extremes may occur more frequently than assumed in the models. Some asset classes have relatively limited histories; for these classes the models use historical data for shorter time periods. The model does not consider other asset classes such as hedge funds or private equity, which may have characteristics similar or superior to those used in the model. Capital market assumptions are forecasts which involve known and unknown risks, uncertainties, and other factors which may cause the actual results to differ materially and/or substantially from any future results, performance, or achievements expressed or implied by those projections for any reason.

There is no guarantee that your income goal will be achieved or that the aggregate accumulated amount will ensure a specified annual retirement income. Results may vary with each use and over time.

IMPORTANT: The projections or other information generated by the engine regarding the likelihood of various investment outcomes are hypothetical in nature, do not reflect actual investment results, and are not guarantees of future results. Moreover, even though the tool’s estimates are statistically sound based upon the simulations it runs, the tool cannot foresee or account for every possible scenario that may negatively impact your financial situation. Thus you should monitor your account regularly and base your investment decisions on your time horizon, risk tolerance, and personal financial situation, as well as on the information in the prospectuses for investments you consider.

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All cost savings mentioned are estimates and may vary depending on TPA, advisor, or attorney fees.

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This material is being provided for informational purposes only. It should not be viewed as an investment recommendation by Transamerica for customers or prospective customers. Customers seeking advice regarding their particular investment needs should contact a financial professional.

¹ Transamerica Center for Retirement Studies® (TCRS), 18th Annual Transamerica Retirement Survey of workers® 2018. This survey was conducted online within the U.S. by Harris Poll on behalf of TCRS between August 9 - October 28, 2017, among 6,372 full-time and part-time workers, age 18 or older in for-profit companies of 5 or more employees, TCRS is a division of Transamerica Institute®, a nonprofit, private foundation that is funded by contributions from Transamerica Life Insurance Company and its affiliates and may receive funds from unaffiliated third parties. For more information and full survey methodology, visit transamericacenter.org

² As of September 30, 2018.

³ Please see service agreement to find out the specific service standards that apply to your plan.

⁴ We consider reviewing performance to be a critical part of the investment selection and monitoring process, but we do not chase performance. We look to see if an investment choice behaves consistently within its asset class and has lower than average management expenses. In addition, we identify investment management organizations with the resources and processes in place to deliver consistent performance over time.

⁵ As of December 31, 2017.

Securities offered by Transamerica Investors Securities Corporation (TISC), 440 Mamaroneck Avenue, Harrison, New York 10528. All Transamerica companies identified are affiliated companies, but are not affiliated with The New England Fuel Institute.

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