



Recommended Best Practices

The best practice recommendations listed are intended to provide information regarding activities that are often outside our firm's ability to oversee and/or monitor.

U.S. OMNI & TSACG Compliance Services has been operating as a compliance administrator for more than 27 years and has successfully closed more than 120 IRS audits. Our recommendations are based off of this experience.



For more information
contact:

Florida Office
888.777.5827
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New York Office
877.544.6664
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PARTICIPATION

- It is recommended and preferred by IRS auditors that you allow ALL employees to participate. Exclusions may create compliance issues if certain factors are not maintained/monitored by the employer.
- View your plan(s) as a necessity for your employees' retirement and encourage participation. It is true that most public sector employees are eligible for some level of retirement benefits from state and federal retirement plans, but the fact remains these benefits are not enough to ensure financial security for most individuals.

SALARY REDUCTION AGREEMENTS

- Ensure a Salary Reduction Agreement (SRA) is in place for all employees for whom 403(b)/457(b) deductions are being made.
- Ensure all SRA's are archived. Generally, requests of this type will be in hard copy form, but the IRS will also accept digital records. Please note: OMNI/TSACG may be archiving these records on your behalf.

REMITTANCES

- Submit contributions as soon as administratively feasible following each pay period. Doing so will ensure you do not run afoul of IRS timing requirements and provides the best service to your staff.
- Utilize the U.S. OMNI & TSACG Compliance Services' remittance service. Our service handles contributions quickly and efficiently and also provides an additional method for our firm to monitor contribution limits and provide information to the IRS in the event of an IRS audit. Currently, we process over \$4.0 billion in remittances annually.

DISTRIBUTION AUTHORIZATIONS

- Send ALL transactions requests (i.e. loans, distributions, exchanges, etc.) for both current and former employees to our firm for authorization. There may be nuances to a transaction that could be missed if someone on your staff provides authorization. Additionally, in the event of an IRS audit, our firm will have complete records for all transactions authorized in the year(s) of examination.
- Use our firm's Online Distributions System. This system allows participants and advisors alike to gain immediate approval certification for eligible distributions. Further, all distribution requests may be submitted in this manner, even those that require supporting documentation such as Hardship Distributions. U.S. OMNI & TSACG Compliance Services' Online Distribution System, found on our homepage at www.tsacg.com, enables participants to receive approval 24 hours a day, 7 days a week.

UNIVERSAL AVAILABILITY/ MEANINGFUL NOTICE

- Send meaningful notice materials to all members of your staff each year. Providing the notice annually is an IRS requirement.
- Do not rely on a single method of communication. Multiple methods of communication are preferred by the IRS, i.e. the use of hard copy materials, emails, employee manuals, new hire orientation materials, on-site education sessions, etc.