



# DOCUMENT AND RESTATEMENT MANAGEMENT SERVICES

Retirement Solutions | Document and Restatement Management Services

## FIS Retirement Document Services

**The FIS Retirement Document Management Services (DMS) and Restatement Management Services (RMS) Teams provide** outsourcing services for firms with 300 or more plans that provide plan document services for their clients. FIS' DMS/RMS offers you expert staff who can be your invisible back-office partner, helping to handle all of your document needs. DMS/RMS offers document production for the following:

- Creating and delivering Adoption Agreements and Base Plan Documents
- Creating and delivering IRS required plan document restatements
- Creating and delivering IRS required (regulatory) amendments
- Creating and delivering Employer-requested (discretionary amendments)
- Creating and delivering Annual Notices (safe harbor, EACA, QACA, etc.)

FIS' Retirement DMS/RMS can help cost-effectively handle these and other time-consuming document support tasks. FIS does the work in the background, helping you focus on growing your business.

## FIS Retirement Document System

Produce individually designed/volume submitter plans with all supporting forms or prototype adoption agreement supporting forms packages, as well as cafeteria plans with all supporting forms, and self-funded plans through the Internet. You may process numerous documents or an occasional one, while we host the software application. We also offer several add-on modules to the core system.

### Features

- Provides IRS compliant plan document and supporting forms packages
- Performs back-up services
- Provides operational redundancy to help ensure business continuity
- Offers extensive validation logic during the document generation process
- Provides IRS compliant plan document and supporting forms packages
- Allows you to produce plan documents through Retirement Documents IT Outsourcing or Service Bureau
- Links to FIS recordkeeping technology and FIS Retirement Government Forms

## Benefits

- Helps save time spent on installing software and language updates
- Helps reduce the costs of maintaining hardware
- Customizes documents to suit specific business needs
- Helps save time involved in researching and drafting plan documentation

## Service Bureau

Designed as a document generation service for employee benefit practitioners who want to leave the processing to someone else, but do not have the volume to use DMS, the Service Bureau helps ensure consistency and accuracy among all the documents you produce. FIS' Retirement Documents Service Bureau is designed for employee benefit practitioners who process 12 or fewer plan documents per year. You can produce plans easily and efficiently based on your specifications using the checklist of plan design questions. Available checklists include Summary Plan Description Booklet Printing and Miscellaneous Documents.

## Retirement Plan Documents

FIS' Retirement Plan Documents consist of prototypes (defined contribution, defined benefit, volume submitter, "prototype formatted", etc.), individually designed plans, and miscellaneous documents (457, nonqualified, 403(b) and IRA/ Roth IRA). You can prepare most of these plans via the Internet, with Document Management Services (DMS) or through the Service Bureau.

## Features

- Access to plan documents written by industry-known consultants and attorneys
- FIS' Volume Submitter and Mass Submitter status helps lead to lower IRS user fees
  - Access to IRS compliant plan document and supporting forms packages
  - Ability to produce several different plan documents through various delivery methods

### Additional products and services:

- Plan Maintenance Program (PMP)
- Standardized and Non-standardized Adoption Agreements
- Adoption agreement guides
- Plan binders
- Summary Plan description, including booklet printing
- Amendments and forms

## For more information

For more information about FIS' Retirement Document and Restatement Management services, contact [retirement.sales@fisglobal.com](mailto:retirement.sales@fisglobal.com).