



**Helping You  
Manage Your  
Retirement Program**



**planwithease.com<sup>®</sup>**



## Final Regulations

The final Internal Revenue Service (IRS) 403(b) regulations (generally effective January 1, 2009) require sponsors of 403(b) programs to have a higher level of involvement with and responsibility for their program than ever before. From needing to establish and maintain a plan document to providing approvals for hardship withdrawals and loans from the program, offering your employees a 403(b) program to meet their needs may place additional administrative burdens on your human resources staff.

As a plan sponsor, you want to provide your employees with a quality retirement program. But is that your area of expertise? Or do you have other important things to do with your limited time and resources?

At ING, we think you do have other important things to work on, and we have expertise in providing quality retirement programs. That's why we developed [planwithease.com](http://planwithease.com)<sup>®</sup>, a plan administration service that can provide you with an easier way to meet your new expanded role under the IRS regulations. This service is provided based on the direction you provide to [planwithease.com](http://planwithease.com). We will not have any discretionary authority or control over your plan or its assets.



# Plan Administration

**planwithease.com** will interface electronically with your approved investment providers in order to receive and send pertinent data, helping you manage your 403(b) and/or 457(b) retirement offerings more efficiently. Our service will assist you with:

## Employee Notices About Your 403(b) Program

We can help you comply with the IRS rules that require you to let your employees know when they are eligible to participate in your 403(b) program. A primary focus of IRS audit activity in recent years has been to ensure that all eligible employees are aware that they have savings opportunities through a 403(b) program. With the new regulations changing the rules about who is and isn't eligible to participate in your 403(b) program, this will remain an area of scrutiny. **planwithease.com** can contact each eligible employee not already participating in your 403(b) program on an annual basis to remind them of their eligibility to contribute to the 403(b) program. **planwithease.com** can also let them know which investment providers are approved under your 403(b) program, so that they can contact them to start saving for retirement.

The screenshot shows the homepage of planwithease.com. At the top left is the logo and the text "planwithease.com". Below this is a welcome message: "Welcome to planwithease.com®, your source for plan administration services offered by (R) Life Insurance and Annuity Company." It then provides information for employees and plan participants, and for employers. The main content area features a banner image of an elderly couple with the text "Preparing for your future". Below the banner are three main sections: "Login to Your Account" with links for Plan Sponsor and Plan Participant; "Financial Education" with links for Investing, College Planning, Estate Planning, Preparing to Retire, The Cost of Retirement, How Much is Enough?, and Sources of Retirement Income; and "Tools & Calculators" with links for Financial Objectives, College, Retirement Needs Calculator, Tax Deferral, and Income Needs. A footer at the bottom contains links for Terms of Use/Online Privacy, Security/Investor Disclosure, and Privacy Policy.



### Annual Contribution Limitation Monitoring

As with employee notices, recent IRS audit activity has often concentrated on making sure that no one contributes more than is allowed to the 403(b) program. Determining the maximum contribution allowed for each employee can be complex, taking into account catch-up contribution eligibility as well as contributions being made to multiple investment providers under your 403(b) program.

**planwithease.com** can monitor all of the contributions made each year to your 403(b) program to help ensure that the contributions remain within the maximum amounts allowed by the IRS, regardless of which investment providers your employees direct to receive their contributions. Our reports to you, identifying participants who may or have exceeded the limits, will help decrease the risk that participants will contribute too much to your 403(b) program and/or can provide an opportunity for corrective action, helping avoid potential IRS audit problems. Annual contribution limit monitoring is offered when ING's Common Remitter Service is also utilized.

### Plan Distributions

**planwithease.com** can help you ensure that all monetary distributions under your 403(b) program meet the requirements of the IRS. The IRS is placing 403(b) programs under more scrutiny to make sure that all distributions from your 403(b) program meet their requirements, including:

- > Loans,
- > Hardship and unforeseeable emergency withdrawals,
- > Qualified Domestic Relations Orders (QDROs) in accordance with IRS regulations, and
- > The transfer of funds between plans or exchanges among investment providers under your program.

This oversight needs to occur at the participant level across all of the investment providers allowed under your program.

ING Life Insurance and Annuity Company, One Orange Way, Windsor, CT 06095-4774, a wholly owned, indirect subsidiary of ING Groep N.V., provides these plan administration services under the trade name **planwithease.com**®. **planwithease.com** services may not be available in all states. ING does not offer legal or tax advice. Seek the advice of a tax attorney or tax advisor prior to making a tax-related insurance/investment decision. Common remitter services offered through ING Financial Advisers, LLC (IFA), a broker/dealer registered with the Securities and Exchange Commission and the Financial Industry Regulatory Authority and ING National Trust, a national banking association limited to fiduciary powers. IFA is responsible for collecting all data and payment instructions and forwarding such information to the investment product providers. ING National Trust is responsible for holding the bank account that will receive remittances from the Employer and forwarding such payment to the investment product providers as directed by IFA pursuant to the Employer's instructions. C08-0619-007 (7/08)

Going forward, the IRS will require you – as the plan sponsor – to take a much more active role in ensuring that all of the transactions are proper. The IRS will no longer allow the transaction to be based solely on a participant’s sign off. [planwithease.com](http://planwithease.com) will provide you with peace of mind as your third-party plan administrator. We’ll take care of all of the details by offering the following services:

- > Making certain that the requested withdrawal or transfer of funds from provider to provider is allowed under both the regulations and the provisions of your plan documents.
- > Approving withdrawal and transfer requests on your behalf.
- > Providing participants with a withdrawal approval notification that they can send to their investment provider(s) to complete the disbursement process.
- > Making sure that if a participant takes loans from multiple investment providers, the total of all loan amounts are within the IRS guidelines and include the appropriate repayment period.

#### Plan Documentation

ING has worked with the IRS for decades to make certain that the plan documents we offer to our customers for their retirement programs meet the requirements of the 403(b) regulations. In partnership with [planwithease.com](http://planwithease.com), ING can provide you and your legal counsel with “specimen” 403(b) plan documents for review. The appropriate plan document may be adopted as is, or you may modify the document to meet your plan design needs and objectives.

Any plan sponsor who notifies us that they have adopted the ING 403(b) plan document without changes will automatically be sent any updates or enhancements to that plan document as needed due to either statutory or regulatory changes.

While these services are provided through ING Life Insurance and Annuity Company, the data you send to us in connection with the [planwithease.com](http://planwithease.com) services will only be used to provide those services and will not be used for any other purpose.



## Employee Assistance

In addition to offering you administration and plan compliance services, **planwithease.com** can provide your employees with online information about the enrollment process, retirement planning, financial education and calculators to help them manage their own retirement savings under the defined contribution plan(s) you offer.

More importantly, **planwithease.com** will act as the central location for requesting withdrawals and receiving employer approval for those withdrawals under your plans. By gathering data from each of your approved providers electronically, **planwithease.com** can be updated quickly with the most recent plan and investment provider data. Approvals made on your behalf (if you delegate this authority to **planwithease.com**) can be viewed online through our secure site.

When it comes to managing your 403(b) and/or 457(b) retirement plan, **planwithease.com** can help you oversee your program(s) with ease.



