



Conversion plan implementation process

Our Implementation Team will oversee the entire plan transfer process to ensure your client’s objectives are met and disruption is minimized. Plus, our experienced ERISA professionals will guide you and your client through the many plan customizations that can minimize administrative burdens and unlock better employee retirement outcomes.

Our three-phase transition process typically takes several weeks, depending on plan complexity.

PHASE 1: DOCUMENT

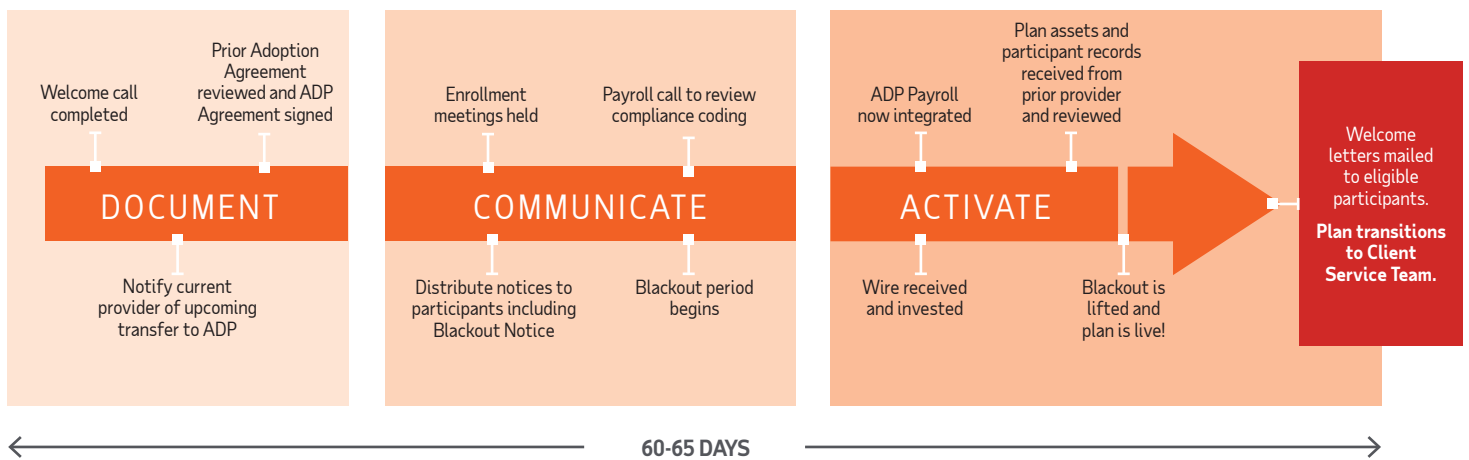
Meet your Implementation Manager, who will review our conversion process, collect critical plan information and provide a template you can use to notify your current plan provider of your service termination and request to transfer current plan assets.

PHASE 2: COMMUNICATE

We will assist with communicating the plan changes to your client’s employees. An ADP Retirement Counselor will work with you and your client to discuss any enrollment needs and additional education solutions based on your client’s workforce needs.

PHASE 3: ACTIVATE

The plan trustee will receive the client’s plan assets and ADP will receive the participant-level conversion data. Once the assets and participant records are reconciled, the plan Blackout Period ends, the plan will go live, and full account access will be granted to participants.



The typical implementation cycle will take between 60-65 days from the date all required documentation is received in good order but may vary based on complexity. We will customize an agreed upon timeline based upon the needs of the client and requirements of the plan.

ADP RETIREMENT SERVICES 71 Hanover Road Florham Park, NJ 07932

ADP, Inc. owns and operates the ADP.com, Advisor Access Portal and myKplan.com websites, as well as the ADP mobile app.

Retirement Counselors do not provide investment or financial advice for any individual or situation.

Only registered representatives of ADP Broker Dealer, Inc. (ADP BD), Member FINRA, or, in the case of certain products, a broker-dealer firm that has executed a marketing agreement with ADP, Inc., may offer and sell ADP retirement products or speak to retirement plan features and/or investment options available in such ADP retirement products, and only associated persons of ADP Strategic Plan Services, LLC (SPS) may speak to any investment management or advisory services provided by SPS or any third party in connection with such ADP retirement products. SPS is an SEC Registered Investment Adviser. Registration does not imply a certain level of skill or services.

ADP, the ADP logo and Always Designing for People are trademarks of ADP, Inc. All other trademarks and service marks are the property of their respective owners. 99-6433-ADV-1223 M-466336-2023-12-07 Copyright © 2023 ADP, Inc. All Rights Reserved.

FOR FINANCIAL PROFESSIONAL USE ONLY – NOT FOR DISTRIBUTION TO THE PUBLIC.