



5790 Widewaters Parkway, 2nd Floor
Dewitt, New York 13214

(315) 449-4124
Fax: (315) 449-4148

Third Party Administrative Team

It is greatly appreciated that questions concerning the specific issues be directed to the administrator listed below, though each of us will be more than happy to assist you.

Sandra Wehner, sandy@omegagpa.com, Vice President of Omega, Inc., can answer any and all questions concerning your Plan and the administration of the Plan Document.

Helen Joseph, Helen@omegagpa.com prepares quarterly billings. In most cases Omega, Inc., bills all 401(k) Plans on a quarterly basis. Invoices are mailed on January 1, March 1, June 1, and September 1. We bill in arrears, meaning the invoice you receive dated January 1 will be for the final quarter of the previous year, the one mailed on March 1st will be for the first quarter of the current year and so on. Questions concerning invoices should be directed to Helen.

Pat Lutz, pat@omegagpa.com, can assist you with most Plan questions and will process all Participant terminations and distributions according to your Plan Document. In the event an employee terminates employment, please complete a copy of the enclosed Distribution Request form (A file of this Word document can be obtained by contacting pat@omegagpa.com) and fax to our office. We will contact the participant directly to complete the required withdrawal paperwork and forward to you for Trustee signature. You may also provide this information to our office by e-mailing Pat at pat@omegagpa.com.

Mary Ann Cantello, maryann@omegagpa.com, can assist you with most Plan questions and will process employee loans if your Plan Document contains a loan provision. Please use the enclosed Loan Letter template (A file of this Word document can be obtained by contacting maryann@omegagpa.com) copy on to your letterhead, complete the information requested, have a Trustee sign. Fax to our office and Mary Ann will prepare the required loan paperwork for you.

Louise Clark, louise@omegagpa.com can assist you with questions concerning your employee census. We will be requesting an annual census of all employees. A semi-annual census will be requested if your Plan is not Safe Harbor. This is required to keep your Plan in compliance. We will mail or e-mail at the request of the Trustee, the Anniversary Notification (Census) for you to add new employees, dates of termination, birth and hire; compensation, salary deferrals, etc. Feel free to use an Excel spreadsheet to report the requested information to us. Please be sure the company name is on all reports. Any questions concerning the census can be addressed to Louise Clark, louise@omegagpa.com

Today's Date: _____

Omega, Inc.

5790 Widewaters Pkwy.

Dewitt, NY 13214

Fax: 315-449-4148

Plan Name:

As Trustee, I authorize _____ to take a loan from his/her

Plan assets. The information needed to initiate the loan is as follows:

Participant Name

Address

SS#

Date of Birth

Loan Amount: _____ Next Payroll Date _____

Term: _____ (one to five years in whole years)

Payroll Frequency: _____ (weekly, bi-weekly, semi-monthly, monthly)

Rate: _____ % (Use the prime lending rate plus one or two percentage points. Must be the same for all loans.)

Please send all loan paperwork to _____ (Trustee or Contact, not participant) at _____ (e-mail address) or via postal mail.

Yours truly,

Plan Trustee

DISTRIBUTION REQUEST FORM FOR SEPARATION OF EMPLOYMENT

Plan Name:

Please Print

Participant Name: _____

Address: _____

Street

City

State

Zip

Date of Birth: _____

Date of Hire _____

Social Security # _____

Married _____ Single _____

Date of Separation from Employer: _____

Due to:

____ Termination of Employment

____ Retirement

____ Death

Hours Worked in Plan Year of Separation: _____

Date _____

Trustee Signature _____

Fax to Omega, Inc., 315-449-4148

