

## Entering TPA Fee Schedule for Proposal purposes

1. Log on to [www.ta-retirement.com](http://www.ta-retirement.com) with your **TPA** Username and Password.



The screenshot shows the Transamerica Retirement Services website. At the top left is the logo. At the top right are links for "Products & Services", "Fund Information", and "Retirement Planning". Below the logo is a navigation bar with "Your Account: LOGIN" and tabs for "EMPLOYEES", "EMPLOYERS", "FINANCIAL PROFESSIONALS", and "THIRD PARTY ADMINISTRATORS". On the left, there are input fields for "Username:" and "Password:" with a "Having trouble logging in?" link and sub-links for "Forgot your username?", "Forgot your password?", and "First time user? Register here.". On the right, there is a banner with the text "Transamerica. Master Retirement. SM" and "POWER CHOICE FREEDOM" over a background image of a skyscraper.

2. From the TPA Home Page, use the Left Navigation Bar to access the “TPA Tools and Resources” menu.



The screenshot shows the Transamerica Retirement Services website after logging in. The top navigation bar now includes a "LOGOUT" link. The left navigation bar has a menu with items: "TPA Home", "Installation", "Participant Information", "Plan Information", "Plan Administration", "Plan Reports", "TPA Tools & Resources", "Personal Profile", and "Message Center". The main content area displays "TPA HOME" and a personalized welcome message: "Welcome Mary Smith." The background features a photo of a smiling woman.

3. Select “TPA Profile” from the Left Navigation Bar.

TRANSAMERICA RETIREMENT SERVICES

Products & Services • Investment Choice Information • Retirement Planning

LOGOUT → EMPLOYEES EMPLOYERS FINANCIAL PROFESSIONALS THIRD PARTY ADMINISTRATORS

TPA Home  
Installation  
Participant Information  
Plan Information  
Plan Administration  
Plan Reports  
**TPA Tools & Resources**  
 ▶ Education Planner  
 ▶ Marketing  
 ▶ DB/Cash Balance Solutions  
 ▶ TPA Information  
 ▶ TPA Profile  
 ▶ TPA Training Events  
 ▶ Additional Market Information  
 Personal Profile

### TPA TOOLS & RESOURCES

Your success is our success. To that end, Transamerica Retirement Services strives to offer you as many tools and resources as possible to make your job easier and to help you grow your business.

[Education Planner](#)  
With our Education Planner, you can help your plan sponsor clients easily create and deliver employee education campaigns that address specific plan needs.

[Marketing](#)  
How you present yourself to your client is an important element in the success of your business. We understand that adding value to your client is key to this success. We offer you some tools you can use to help your client educate their participants about retirement planning and to help you with integrating your plan design into a Transamerica Retirement Services proposal.

4. In the “TPA Profile” page scroll to the bottom to locate the “Administration Fees” Section.

→ Administration Fees

Effective Date:  (mm/dd/yyyy)

**Plan Document Fees**

	Fees	Additional Details
Profit Sharing Plan:	<input type="text"/>	<input type="text"/>
401(k) Plan:	<input type="text"/>	<input type="text"/>
Specially-Designed Profit Sharing	<input type="text"/>	<input type="text"/>
Defined Benefit Plan:	<input type="text"/>	<input type="text"/>
Takeover Set-up:	<input type="text"/>	<input type="text"/>
New Plan Set-up:	<input type="text"/>	<input type="text"/>

\*Exclude IRS User Fees

5. Enter the Effective Date and Fee Schedule into the boxes provided.  
**Note:** The Additional Details boxes are not required fields.

→ Administration Fees

Effective Date:  (mm/dd/yyyy)

**Plan Document Fees**

	Fees	Additional Details
Profit Sharing Plan:	<input type="text" value="\$1,500.00"/>	<input type="text"/>
401(k) Plan:	<input type="text" value="\$1,000.00"/>	<input type="text"/>
Specially-Designed Profit Sharing	<input type="text" value="\$1,750.00"/>	<input type="text"/>
Defined Benefit Plan:	<input type="text" value="\$0.00"/>	<input type="text" value="Quoted on case by case basis"/>
Takeover Set-up:	<input type="text" value="\$750.00"/>	<input type="text"/>
New Plan Set-up:	<input type="text" value="\$550.00"/>	<input type="text"/>

\*Exclude IRS User Fees

**Annual Administration Fees**

Base Fee	<input type="text" value="\$35.00"/>	<input type="text"/>
Participant Fee	<input type="text" value="\$15.00"/>	<input type="text" value="\$10 for 10 participants and above"/>

**Additional Services**

Loans	<input type="text" value="\$75.00"/>	<input type="text"/>
Distributions	<input type="text" value="\$85.00"/>	<input type="text"/>
Hardship	<input type="text" value="\$25.00"/>	<input type="text"/>
Compliance Counseling	<input type="text" value="\$175.00"/>	<input type="text" value="Per Hour Charge (minimum one hour billed)"/>

**Any Added Service Not Listed Above**

Ex: QDRO Review: \$250.00 per Hour

QDRO	<input type="text" value="\$175.00"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Click on the **“Update Fee Profile”** button when ready to move forward.

7. The Review page enables you to review the fees you have entered for accuracy.
  - a. Click on the “**Edit**” button to make additional changes.
  - b. Click on the “**Confirm**” button to finalize the Fee submission.

### TPA PROFILE - ADMINISTRATION FEE REVIEW

---

You made the following changes to your firm's administrative fees. Review and then click **Confirm** to implement these changes.

Effective Date:	10/25/2011	
-----------------	------------	--

Plan Document Fees		
Profit Sharing Plan	\$1,500.00	
401(k)Plan	\$1,000.00	
Specially-Designed Profit Sharing	\$1,750.00	
Defined Benefit Plan	\$0.00	Quoted on case by case basis
Takeover Set-up	\$750.00	
New Plan Set-up	\$550.00	

Annual Administration Fees		
Base Fee	\$35.00	
Participant Fee	\$15.00	\$10 for 10 participants and above

Additional Services		
Loans	\$75.00	
Distributions	\$85.00	
Hardship	\$25.00	
Compliance Counseling	\$175.00	Per Hour Charge (minimum one hour billed)

Added Services Not Listed Above	
QDRO	\$175.00

Confirm	Edit	Cancel
---------	------	--------

8. You will receive a Confirmation Page; you may print a copy for your records.

## TPA PROFILE - ADMINISTRATION FEE CONFIRMATION

[Return to TPA Profile](#)

Thank you. The fee profile for your firm has been updated. Please print a copy of this page for your records.

Confirmation Number:	6058
Transaction Date:	12/22/2011 - 10:17 AM PT
Submitted By:	Sandy Wiggins
Effective Date	10/25/2011

### Plan Document Fees

Profit Sharing Plan	\$1,500.00	
401(k)Plan	\$1,000.00	
Specially-Designed Profit Sharing	\$1,750.00	
Defined Benefit Plan	\$0.00	Quoted on case by case basis
Takeover Set-up	\$750.00	
New Plan Set-up	\$550.00	

### Annual Administration Fees

Base Fee	\$35.00	
Participant Fee	\$15.00	\$10 for 10 participants and above

### Additional Services

Loans	\$75.00	
Distributions	\$85.00	
Hardship	\$25.00	
Compliance Counseling	\$175.00	Per Hour Charge (minimum one hour billed)

### Added Services Not Listed Above

QDRO	\$175.00	
------	----------	--

Print Page