

ASPIRE SOLO(K) NEW ACCOUNT SETUP GUIDE



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Primerica Financial Services (PFS) is proud to provide a New Account Setup Guide for the Aspire Solo(k) retirement plan product. A recent addition to the product options currently offered by Primerica, this product is geared to individuals looking to establish a retirement plan for themselves and also for their spouse. This product is set up as part of the Off-Platform suite of options, and submitted directly through the Primerica Home Office.

The first steps in setting up an Aspire Solo(k) plan is to go to the Aspire website to begin the setup and enrollment process. The URL is:

<https://www.aspireonline.com/primerica/solok>

When the page has loaded, the PFS representative will see the following screen. From here, click “Enroll Now” as indicated below.

ASPIRE | **FRANKLIN TEMPLETON**

Designed for Clients Like Yours

The Franklin Templeton Solo(k)

Solo(k) – The retirement solution for small business owners.

Did you know that 42% of self-employed professionals have no retirement plan? With 41.8 million small business owners in the U.S. alone and 82% of startups being self-funded, it is our mission to provide low-cost and easy-to-maintain retirement plan options that allow self-employed individuals to properly prepare for retirement.

Below you will find resources to share with your clients and the link to register them in a Solo(k) plan.

RESOURCES

Download our marketing resources to better understand how a Solo(k) could help your clients save for retirement.

- Franklin Templeton Solo(k) - Client brochure
- Franklin Templeton Solo(k) - Representative brochure

CONTACT US

Reach us by email or phone for more information or to speak with our experienced retirement professionals.

- PFS@pfsretirement.com
- 866-634-5873

Select option 2 and then option 2 again.

Solo(k)s are the better choice for your solopreneurs:

- Higher tax savings compared to alternatives
- Allows for greater contributions and tax deductions, especially in cases where the individual's self-employment income is limited
- Offers additional features more on par with other employer-sponsored retirement plans
- Catch up contributions for over 50 years old

Enroll now

The next screen includes a general outline of the setup process, and the PFS representative can click “Get Started” to move forward:

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Solo(k) account request

Requesting a Solo(k) account is a simple process that starts here.

- 1 Fill out this online form and submit to generate PDF.
- 2 Download and print the completed form for the account holder to sign.
- 3 Mail the signed form with the BD1 and POL45 Disclosure form to Primerica.

Once the plan is approved, the account holder will receive a plan package that will need to be digitally signed to complete the process.

Get started

Have questions? Call us at 866-634-5873 | Select option 2 and then option 2 again | For details see PFS.com/aspire/solok

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The next page will provide an overview of the information and documents needed when going through the setup process. Once the PFS representative selected “Start” the enrollment process begins:

The screenshot shows the 'Before you start' screen. At the top left is the Franklin Templeton logo. The title is 'Before you start'. Below the title, it states: 'The following Solo(k) request form will take roughly 10-15 minutes to complete and submit.' A 'Please note' section says: 'You must complete the entire form. If you exit before submitting, you will have to start again.' Below that, it says: 'You will need to have the following information ready before you start the request process:'. There are five bullet points: 'Advisor contact information', 'Plan information and contacts', 'Account holder information', 'Investment selection and election percentage', and 'Statement preferences'. At the bottom center is a blue button labeled 'Start' with a red border around it.

The first entry screen is where the PFS representative will input their information. This includes name, email, PFS representative ID, and their CRD number. If the PFS representative is unfamiliar with their CRD number there is a link that will take them to a website to locate it. Once the information is completed the PFS representative will select “Continue” to move forward:

The screenshot shows the 'Advisor information' screen. At the top left is the Franklin Templeton logo. Below it is a progress indicator with five dots, the first of which is filled. The title is 'Advisor information'. Below the title, it says: 'Please provide your CRD number, name, email, and rep code'. There are four input fields: 'CRD #' with a value of '1234567' and a red-bordered link 'Find my CRD #' to its right; 'Name and email' with two sub-fields containing 'John' and 'Smith'; an email field containing 'john.smith@testing.com'; and 'Rep code' with a value of 'X1234'. At the bottom center is a blue button labeled 'Continue' with a red border around it, and a 'Go back' link below it.

The next screen will require the PFS representative to select that this is a “Start-up” which applies to new plans being established. The PFS representative will enter the plan name, effective date, and plan number. If this is the first plan the account holder is establishing they will default to 001 for the plan number. Once completed the PFS representative will click “Continue” to move to the next screen:

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Plan information

What type of plan is this?
 Start-up Conversion

Legal plan name: The John Smith Plan

Plan number: 001

Please ensure the spelling, punctuation and capitalization is correct for the plan name.
If this is the first qualified retirement plan the account holder has sponsored enter 001. If they have sponsored any other qualified retirement plan, enter as appropriate, i.e., 002, 003.

Plan effective date: 11/18/2021

If this is a start-up plan, effective date can not be sooner than current fiscal year.

Continue

Go back

NOTE: If the user has existing retirement plans they would need to update the plan number for this setup to follow, i.e., 002, 003, etc. Please consult with your Aspire wholesaler for additional information and assistance.

The next screen will ask for the account holder's information, including name, SSN, DOB, and other necessary details. It is also going to request the plan's EIN and details as well. Once this information has been input the PFS representative will click "Continue" to move to the next screen:

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Account holder information

Name and email
John Smith
john.smith@test.com

Date of birth: 01/01/1965
Social security number: 123 45 6789

Date of hire: 01/01/2021
Phone: 1235551234

Owner information: This account holder is also the owner. Percentage owned: 100

Please indicate if the owner is part of a controlled group or affiliated service group. Please list any members of such groups below.

No controlled or affiliated service group exists
 Controlled group exists
 Affiliated service group exists

Continue

Add participant

Business information

The John Smith Company
123 Main St.
Duluth Georgia 30099

Add mailing address

Employer identification number (EIN): 987654321
Fiscal year-end: 12/31

Don't have an EIN? Apply for one today

Type of entity: S Corporation
Business code: 123456

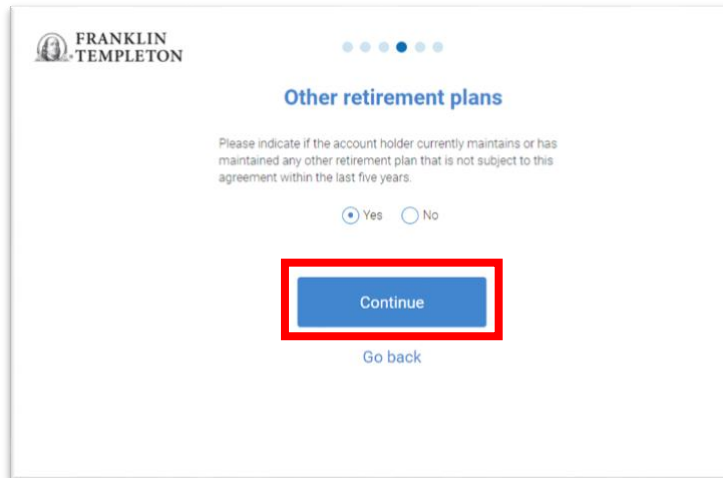
Don't know your business code?

Continue

Go back

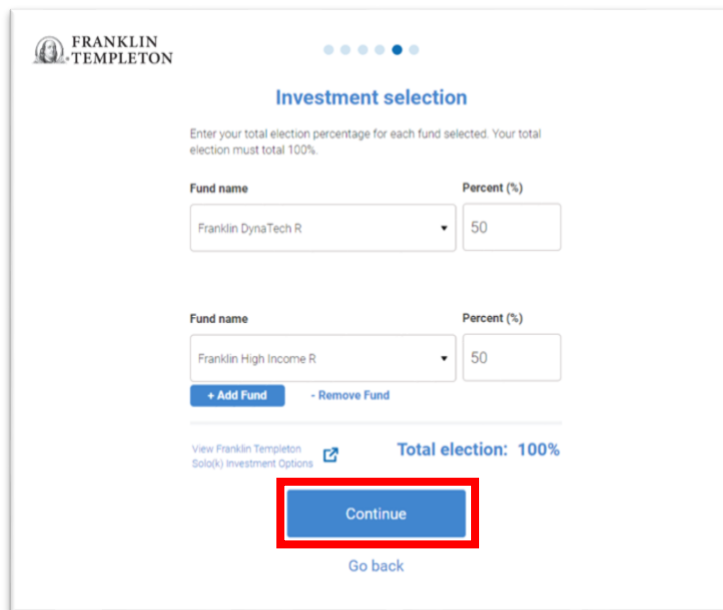
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The PFS representative will now need to indicate if they currently have any other retirement plans owned outside of the Aspire Solo(k) being established. Once answered the PFS representative will click “Continue” to move to the next screen.



The screenshot shows the 'Other retirement plans' screen. At the top left is the Franklin Templeton logo. Below it is a progress indicator with five dots, the third of which is filled. The title 'Other retirement plans' is centered. Below the title is a paragraph: 'Please indicate if the account holder currently maintains or has maintained any other retirement plan that is not subject to this agreement within the last five years.' Below this are two radio buttons: 'Yes' (selected) and 'No'. At the bottom, there is a blue 'Continue' button highlighted with a red box, and a 'Go back' link below it.

The next step in the setup process is for the fund selection. Aspire is currently utilizing Franklin Templeton fund options, and it is here that the PFS representative will make the fund allocations. Multiple funds are available, and the percentages can be input accordingly. Once entered the PFS representative will click “Continue” to move to the next screen:



The screenshot shows the 'Investment selection' screen. At the top left is the Franklin Templeton logo. Below it is a progress indicator with five dots, the fourth of which is filled. The title 'Investment selection' is centered. Below the title is a paragraph: 'Enter your total election percentage for each fund selected. Your total election must total 100%.' Below this are two rows of fund selection. Each row has a 'Fund name' dropdown menu and a 'Percent (%)' input field. The first row shows 'Franklin DynaTech R' and '50'. The second row shows 'Franklin High Income R' and '50'. Below the second row are '+ Add Fund' and '- Remove Fund' buttons. At the bottom left is a link 'View Franklin Templeton Solo(k) Investment Options' with an external link icon. At the bottom right is 'Total election: 100%'. At the bottom center is a blue 'Continue' button highlighted with a red box, and a 'Go back' link below it.

Next, the PFS representative will need to determine how the account holder will receive their statements, either electronically or a combination of paper and electronic. The account holder will also attest that the information they have provided is complete and accurate. Once entered the PFS representative will click “Submit” to complete the setup process and move to the next screen:

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Account holder statements and agreements

The client has the option of having statements both mailed directly to the account holder(s) and posted to their account website or only posted to their account website. Please select the desired distribution method below.

- Paper statements and e-statements** - Our team will mail paper statements directly to the account holder(s) via regular U.S. mail and post e-statements on their account website. Postage and fulfillment expenses apply.
- E-statements only** - Our team will post e-statements via their account website (www.pcs401k.com) only. Please note that an e-mail address for each eligible employee must be provided with this option, and the account holder(s) with a workplace email address must provide a personal email address upon termination of employment. Please note that the account holder(s) have the right to request and obtain, free of charge, a paper version of the pension benefit statement information required under the Employee Retirement Income Security Act of 1974 ("ERISA") §105 and Department of Labor ("DOL") Regulation §2550.404a-5.

I agree that all the information I have provided is accurate

I agree to provide each of these agreements to the account holder(s)

Service Agreement with PCS Retirement, LLC
Custodial Account Agreement with AdvisorTrust, Inc.
Schedule of Ancillary Services - Exhibit A

The PFS representative and account holder will now receive a popup window that displays the information that has been provided for review. If the information provided is confirmed as correct, the PFS representative will click "Finish & Download" to download a PDF of the application to be completed and signed by the account holder:

Preview

MASTER RETIREMENT PLAN SERVICES APPLICATION

(For Tax Qualified Defined Contribution Plans)

This Master Retirement Plan Services Application ("Application") is submitted by the client/plan sponsor identified below ("Client" or "You"), an entity or individual that has the authority to bind the retirement plan identified below ("Plan") to the terms of this Application and the enclosed agreements ("Agreements"), to PCS Retirement, LLC ("PCS"), a provider of recordkeeping and administration services for a wide variety of employer benefit plans, and AdvisorTrust, Inc. ("AdvisorTrust"), a South Dakota chartered trust company, regarding the provision of services to the Plan.

1. Client Information (Plan Sponsor Information)

Name of Client: Tco Fiat
Address: 123 Main St
City, State, Zip: Tampa, Florida 33626
Employer Identification Number: 123456

I agree that all the information I have provided is accurate

I agree to provide each of these agreements to the account holder(s)

Service Agreement with PCS Retirement, LLC
Directed Trustee Agreement with AdvisorTrust, Inc.
Custodial Account Agreement with AdvisorTrust, Inc.
Schedule of Ancillary Services - Exhibit A
Sample Board Resolution

Finish & download **Cancel**

Submit

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NOTE: If the information provided is incorrect, or updates are needed, the PFS representative can select “Cancel” to return to the entry menu. Previous screens can be accessed by clicking the “Back” button at the bottom of the screen.

Once the PDF is downloaded it will include all information provided, and will be ready to be signed by the account holder (listed as participant below) and the client (Responsible Plan Fiduciary).

NOTE: For the client (Responsible Plan Fiduciary) the Primerica Home Office will provide the broker dealer stamp needed for processing. This will be further addressed in the submission steps below.

MASTER RETIREMENT PLAN SERVICES APPLICATION (For Tax-Qualified Defined Contribution Plans)	
<small>This Master Retirement Plan Services Application ("Application") is submitted by the client/plan sponsor identified below ("Client" or "You", an entity or individual that has the authority to bind the retirement plan identified below ("Plan") to the terms of this Application and the enclosed agreements ("Agreements"), to PCC Retirement, LLC (PCC), a provider of recordkeeping and administration services for a wide variety of employee benefit plans, and AdvisorTrust, Inc. ("AdvisorTrust"), a South Dakota chartered trust company, regarding the provision of services to the Plan.</small>	
1. Client Information (Plan Sponsor Information)	
Name of Client:	Walt Disney
Address:	1313 Mockingbird Lane
City, State, Zip:	Tampa , Florida 33607
Employer Identification Number:	236000334
Type of Entity (Corporation, S Corp., Partnership, LLP, LLC, etc.):	Limited Liability Company (LLC)

PARTICIPANT
Signature:

Name:

Title:

CLIENT (RESPONSIBLE PLAN FIDUCIARY)
Signature:

Name:

Title:

Now that the application has been signed, the PFS representative will also need the account holder to complete the BD-1 SK Primerica Solo K / UNI K New Account Application (for each participant), as well as a Completed CIP Form. These completed forms can then be mailed to the Primerica Home Office, attention New Business, as follows:

Regular Mail	Express Mail
PFS Investments Inc. PO Box 700001 Duluth, GA 30096-9501	PFS Investments Inc. 1 Primerica Parkway Duluth, GA 30099

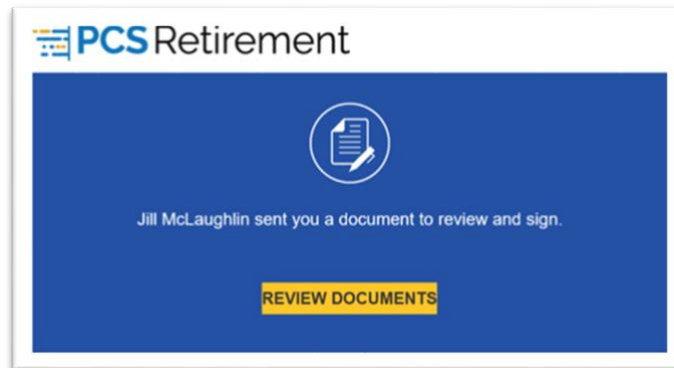
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Once the forms have been mailed to the Primerica Home Office, and determined to be in good order, they will then be forwarded to Aspire to be processed. Aspire will receive the signed documents, and review to determine if their portions are in good order for setup.

NOTE: If Aspire determines that the paperwork received is not in good order, a representative from their company will contact the PFS representative and advise of the needed corrections.

Assuming nothing additional is needed, Aspire will then create the plan on their side, but it is not ready to be funded just yet. Once this step is completed, and within 5 business days, Aspire will send the account holder a package of forms needed to complete the setup process and allow for funding. Some of these forms do require additional signatures, and those are indicated below. The forms package includes:

- Adoption Agreement – **Signature required**
- Trust Agreement – **Signature required**
- Account holder Consent – **Signature required**
- Cover Letter
- Plan Highlights
- Summary Plan Description



Of the forms requiring an additional signature, each can be completed electronically via DocuSign which means nothing has to be printed or physically mailed. The email discussed above introduces the account holder to their plan manager at Aspire, and provides their contact information. The forms can be returned to the plan manager at Aspire via email, and this effectively completes to setup process for the account holder. Once all needed forms are provided the account holder can begin funding their account and nothing else is required.

Account holder or PFS representatives needing assistance from Aspire, at any point in the process, can utilize the contact information below to receive the needed help:

Email	Phone
PFS@pcsretirement.com	(866) 634-5873, Option 2, Option 2