

STATEMENT OF WORK | APPENDIX B FEES AND CHARGES

Subject to the terms and conditions described in this Agreement, the following fees and charges shall be due from the Plan Sponsor, Plan Administrator and/or Plan for the CBIZ RPS Services described in Appendix A:

Conversion, Installation & Documentation Fees	
Conversion/Installation Fees (<i>one time only</i>)	\$0
Recurring Annual Base Fees	
Plan Document Maintenance Services:	\$425
Administration and Compliance Services Estimate • Eligible Participants: 25 estimated	\$1,500 plus \$25 per Participant
Summary Annual Plan Administrative Services	
Summary Year One Annual Administration Fee Estimate	\$2,550
Summary Year Two and Ongoing Annual Administration Fee Estimate	\$2,550
Other Ancillary Fees	
Discretionary Plan Amendments: (second and subsequent of year)	\$300
Cross-Tested Allocation Services	\$500
8955-SSA	\$150
Specialized Consulting and Other Services	Hourly rate (\$200-\$375)
Transaction Based Fees: Plan Distributions and Loans (<i>If CBIZ Is responsible for processing</i>)	
Distribution Services:	
Termination/Retirement Distributions	\$75
In-Service Withdrawals	\$75
Required Minimum Distributions (RMD)	\$150
Hardship Withdrawals	\$150
Corrective Distributions	\$150
Qualified Domestic Relations Order (QDRO)	Hourly rate (\$200-\$375)
Loan Services	
Loan application, promissory note and amortization schedule.	\$150

STATEMENT OF WORK | APPENDIX C PLAN SPONSOR / PLAN ADMINISTRATOR RESPONSIBILITIES

In conjunction with the services described in Appendix A, the Plan Sponsor/Administrator agrees to perform all fiduciary duties and responsibilities, including but not limited to those listed below, on a timely basis:

- Provide CBIZ RPS with complete, accurate, and reliable information, data, documents and other records necessary for CBIZ RPS to perform the services set forth in Appendix A and provide CBIZ RPS with requested management decisions, approvals and acceptances.
- Maintain the Plan(s) in full compliance, both as to operation and form, with ERISA, the Internal Revenue Code of 1986 (as amended) and all rules and regulations promulgated pursuant thereto ("Internal Revenue Code"), and all other applicable federal, state and local laws, regulations, and ordinances.
- Obtain and maintain the required amount of Fidelity Bond coverage, as required by ERISA, including enhanced bonding to cover Non-Qualifying Assets or employer securities if applicable.
- Retain an independent certified public accountant to audit the Plan(s) and provide the required audited financial statements on a timely basis for filing with the Form 5500 Annual Report, if applicable. The DOL under ERISA requires audited financial statements to be attached to the Form 5500 as follows:
 - o Plan is required to attach Schedule H for "Large Plan" Form 5500 filing