

**Practices & Sectors**

Employee Benefits & Executive Compensation

Corporate Transactions

Seyfarth Benefits Consulting

Employee Stock Ownership Plans (ESOPs)

Equity & Executive Compensation

Health & Welfare Benefit Plans

HIPAA Privacy & Security

International Employee Benefits

Multiemployer Plans

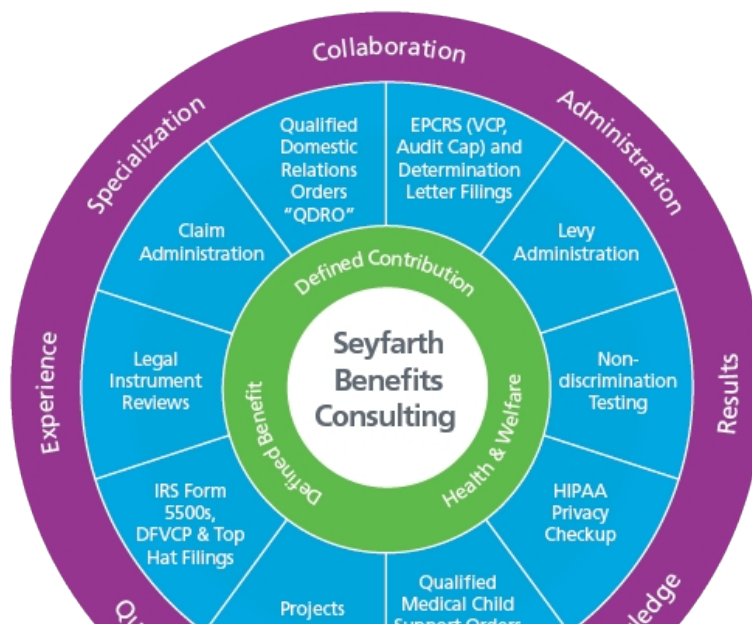
Retirement Plans

Not only do Seyfarth’s Employee Benefits & Executive Compensation Department attorneys and professional staff focus on complex employee benefit plan-related needs of our clients; we are also well-versed in handling common administrative benefit plan-related matters.

Our full-service Seyfarth Benefits Consulting offering is aimed at getting HR and employee benefit personnel out of the more routine day-to-day administrative benefits legal work and provide resources to manage these matters, including but not limited to:

- Claims Administration
- Compliance reporting, review, preparation and submission of annual reports (Form 5500s) and “top hat” plan filings for non-qualified plans, compilation and submission of delinquent filer voluntary compliance program (DFVCP) filings
- Determination Letter Filings
- HIPAA Privacy
- Legal instrument and Levy Review
- Nondiscrimination Testing
- Qualified Domestic Relations Order (QDRO) Administration
- Qualified Medical Child Support Order (QMCSO) Administration
- Legal instrument and Levy Review
- Special client administrative projects, such as internal procedural audits of existing administrative policies and practices, review of employee/participant communications related to administrative services, conduct, missing participant address and death searches, and training

Utilizing SeyfarthLean methodologies, we are able to offer many of these services for a flat fee.





## What We Are Providing

### For Plan Sponsors

- Collaboration with plan sponsors and their staff to provide an administrative solution to benefit matters so plan sponsors and their staff can focus on their core business
- High-quality and personal representation with extensive knowledge and vast experience in employee benefits
- Standardization and best practices to reduce costs
- Team approach—work with plan sponsors, staff and third party administrators (side-by-side)
- Conduct regularly scheduled status calls
- Tailored services to meet plan sponsors needs
- Variable Fee Structures
  - Fixed rate - predictable cost
  - Hourly rate/Blended rate
  - Negotiated project rate

### For Plan Participants

- Knowledge resource
- Timely response
- Toll-Free telephone support, if applicable

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If you have any questions concerning our service offerings or need more information, please contact your Seyfarth Shaw LLP attorney or email [EBAdminServices@seyfarth.com](mailto:EBAdminServices@seyfarth.com).