Small business retirement solutions

Choosing the right retirement plan for you and your employees

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Why implement a retirement plan?

Small businesses employ about 46% of the U.S. private sector workforce.[1] However, most small companies don't have a retirement plan available for employees.

As a small business owner or self-employed individual, you might think that a retirement plan is something you cannot afford for yourself or your employees. However, several legislative changes in recent years have made it easier and more affordable for small businesses to offer a retirement plan that can benefit employers and employees alike.

Some advantages of a retirement plan include:

Retirement income: A retirement plan can help you and your employees bridge the gap between Social Security income and total financial needs.

Tax deductions: Contributions are a tax-deductible from business income.

Tax credits: You may be able to claim a tax credit for part of the costs of starting or administering certain retirement plans.

Valuable employee benefit: Retirement plans are a sought-after benefit that can assist you in recruiting, rewarding, and retaining valuable employees.

A retirement plan may seem like a cost-prohibitive luxury, particularly in a slow economy. However, now is the perfect time to consider establishing one. Simply providing a plan that will allow your employees to set aside their own dollars for retirement can be an invaluable benefit to them. *Encouraging employees to invest now can potentially help them take advantage of a down market and capitalize on their investments when they appreciate. Even without offering matching contributions, providing a retirement plan can be a great tool for retaining valuable employees.

As your advisor, we can help you select a retirement plan that will help meet your needs regardless of the flexibility and features that you are looking for in a plan. This brochure provides an overview of several of the options that are available to you as a small business owner. We are available to discuss these plans in greater detail and help you determine the right retirement plan for you and your employees.

*Investing involves market risk, including loss of principal.
[1]SBA Office of Advocacy. "Frequently Asked Questions." 2024

SIMPLE IRA

SIMPLE IRA plans are an excellent option for small business employers who want a plan that they and their employees can contribute to with less complexity and lower costs than a 401(k). Available to employers with 100 or fewer employees, SIMPLE IRAs offer flexibility and ease of administration that make them an appealing option for many small businesses.

Under a SIMPLE plan, employers are required to contribute to the plan but can do so by making either matching or non-elective contributions. Employees can choose to make their own contributions to the plan via payroll deductions.

Advantages of a SIMPLE IRA

Choice: The employer chooses how much to contribute to employee accounts.

Simplicity: Easy to establish; IRS Form 5500 is generally not required if Form 5305-SEP and its instructions are distributed to employees.

Flexibility: Employers can choose to make contributions in one of two ways:

- Matching contribution — Employers match dollar-for-dollar of employees' salary deferrals up to 3% of each employee's compensation. In two years of any five-year period, the match can also be lowered to 1%.

- OR-

- Non-elective contribution — Employers contribute 2% of compensation for each eligible employee regardless of whether employees choose to make salary deferrals.

Eligibility: all employees earning $5,000 for any past two years who are expected do so in the current year. No age limit permitted. May exclude union employees.

Employee deferrals: For 2024, employee may make salary deferrals up to the lesser of $16,000 or 100% of income. For 2025 it increases to $16,500. See IRS chart for catch-up amounts.

- **Other SIMPLE IRA Considerations**:
  - Cannot be paired with other employer-sponsored retirement plans; it must be the employer's exclusive plan.
  - The premature withdrawal penalty increases to 25% during the first two years of participation. This amount decreases to 10% thereafter.
  - Employees are immediately 100% vested in all contributions.
  - Annual 60-day notice that outlines the employer's contribution commitment for the coming year must be given to all eligible employees.

SEP IRA

SEP IRAs are retirement plans that allow an employer to make discretionary, tax-deductible contributions to their employees' accounts. These plans can also be utilized by self-employed individuals. Each eligible employee establishes an individual SEP IRA account at a financial institution and the employer makes contributions on their behalf. The employee owns and controls the account, while the employer determines the frequency and the amount of contributions.

Advantages of a SEP

Choice: The employer chooses how much to contribute to employee accounts.

Simplicity: Easy to establish; IRS Form 5500 is generally not required if Form 5305-SEP and its instructions are distributed to employees.

Low cost: Minimal set-up and maintenance fees.

High contribution limits: For 2024, employers can contribute up to the lesser of $69,000 or 25% of compensation. For 2025, the contribution limit is lesser of $70,000 or 25% of compensation.

Flexibility: Employer decides what percentage and how often to contribute; there are no requirements to contribute.

Integration: Social Security integration is allowed.

Eligibility requirements: Any employee who is 21 years old and earned at least $750 in three of the previous five years must be eligible for the plan.

Other SEP considerations

- Employer must contribute an equal percentage to each participant's account.
- The employee owns and controls the account.
- Top-heavy testing must be performed.
- All contributions are immediately 100% vested.
- Loans are not permitted.
- Self-employed individuals, C or S corporations, sole proprietorships and partnerships are eligible.

Individual 401(k)

Individual 401(k) plans are designed for small businesses whose only eligible employees are the owner and the owner's spouse.

Advantages of a individual 401(k)

High contribution limits: Both salary deferral and profit-sharing contributions are allowed.

- For 2024, the maximum salary deferral is $23,000. For 2025, it increases to $23,500. See the IRS chart for catch-up contributions if age 50 and older.
- A profit-sharing contribution of up to 25% of eligible compensation may also be made.
- The maximum contribution limit (employee and employer amounts combined) is $69,000 for 2024. For 2025 the limit increases to $70,000. These amounts do not include the catch-up contributions. See the IRS chart for catch-contributions if age 50 and older.

Tax savings: Contributions are tax-deductible, and earnings are tax deferred.

Flexibility: Salary deferrals and profit-sharing amounts are discretionary — the employer is able to increase, decrease or stop contributions at will.

Other individual 401(k) considerations

- Participants can roll over 401(k), 457(b), 403(b) and pre-tax IRA monies into the individual 401(k).
- Loans are allowed.
- Participants are immediately 100% vested in all contributions.
- No top-heavy or discrimination testing required.
- IRS Form 5500 filing is required if assets exceed $250,000.
- There are fewer administrative requirements than with a 401(k) for businesses with other eligible employees, lowering cost significantly. Annual administration and tax preparation fees for a full-service individual 401(k) account average around $500.
- Designated Roth contributions offer tax-free qualified distributions (salary deferrals and employer contributions are included in the participant's taxable income the year that they are earned).

Traditional 401(k)

The 401(k) is a very flexible retirement plan design that is available to businesses of any size. These plans offer many features that make them attractive to both employers and employees. However, these plans also require more administration and can cost more than other retirement plan options. Still, its flexibility makes the 401(k) a popular choice for large and small businesses alike.

Advantages of a 401(k)

Tax deferral: Employees can make salary deferrals on a pre-tax basis of up to $23,000 in 2024. For 2025 it increases to $23,500. See the IRS chart for catch-contributions if age 50 and older.

Matching contributions: Employers may make matching and profit-sharing contributions that, when combined, total up to a maximum of 25% of compensation. In 2024, according to the 415(c) limit the combination of employee deferrals and employer contributions may total up to the lesser of 100% of compensation or $69,000. For 2025, it increases to $70,000. These amounts do not include the catch-up contributions. See the IRS chart for catch-contributions if age 50 and older.

Flexibility: Employers can determine matching formulas and vesting schedules of employer contributions and can implement features such as automatic enrollment and automatic deferral increases.

Other 401(k) considerations

- Loans and hardship withdrawals are permitted if the plan documents allow.
- Eligibility requirements can vary based on plan design, and can be established to allow for exclusion of part-time and seasonal employees. Per SECURE 2.0, Long-term, Part-time (LTPT) employees must be considered for eligibility purposes.
- Employee Roth contributions may be allowed, depending on plan design. SECURE 2.0 does allow for Employer contributions to be designated as Roth also, but few providers currently offer this.
- Require more administration than other plans, resulting in administrative costs.
- Top-heavy and nondiscrimination testing is required.
- IRS Form 5500 filing is required.
- Per SECURE 2.0 plans started after Dec 29, 2022 and all new traditional and Safe Harbor 401ks are required to automatically enroll participants at a deferral rate of 3-10% and auto escalate at least 1% annually until reaching 10-15%, as determined by the plan. Plans must give participants the option to opt-out.

Safe Harbor 401(k)

A Safe Harbor 401(k) plan may be a good option for businesses that have highly compensated employees (HCEs) who are not able to maximize their contributions to a traditional 401(k) plan due to low participation rates of non-HCEs. By including a mandatory employer contribution, Safe Harbor 401(k)s are not required to pass the same nondiscrimination tests that traditional 401(k) plans are subject to.

Advantages of a Safe Harbor 401(k)

High contribution limits: In 2024, according to the 415(c) limit the combination of employee deferrals and employer contributions may total up to the lesser of 100% of compensation or $69,000. For 2025, it increases to $70,000. These amounts do not include the catch-up contributions. See the IRS chart for catch-contributions if age 50 and older.

Flexibility: Permits employers to choose between a matching option and a non-elective option:

- Matching option — Requires the employer to match dollar-for-dollar on the first 3% of employee deferrals and 50 cents on the dollar for the next 2% of pay (4% match on 5% deferral). Employers can choose an enhanced match that is more generous than this formula.
- QACA Safe Harbor — Requires increasing employee deferrals starting at 3% year one and rising to 6% year four. Employer must choose between a 3% non-elective or match the first 1% of deferrals and 50% of the next 5% (3.5% match on 6% deferral).
- Non-elective option — Requires the employer to contribute 3% of compensation for all eligible employees regardless of whether employees make elective salary deferrals.

Other Safe Harbor 401(k) considerations

- All contributions to the 401(k) must be 100% vested immediately. Except in QACA where matching contributions must be 100% vested after a participant completes no more than two years of service.
- Profit sharing contributions can have their own vesting schedule, but would then be subject to testing.
- Minimum eligibility requirement is age 21 and one year of service (often described as 1,000 hours).
- Employer must satisfy certain notice requirements.
- Per SECURE 2.0 plans started after Dec. 29, 2022, and all new traditional and Safe Harbor 401k plans are required to automatically enroll participants at a deferral rate of 3-10% and auto-escalate at least 1% annually until reaching 10-15%, as determined by the plan. Plans must give participants the option to opt-out.

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Profit-sharing plans

Profit-sharing plans allow employers to make discretionary, tax-deductible contributions for their employees in a similar manner to that of the SEP IRA. However, profit-sharing plans provide employers with more control over eligibility requirements and vesting schedules. Its important to note that ALL 401(k)s are profit-sharing plans, but a profit-sharing plan does not require a 401(k) provision.

Advantages of a profit-sharing plan

High contribution limits: For 2024, employers may contribute up to the lesser of 25% compensation or $69,000. In 2025 it increases to $70,000.

Choice: The amount of the contribution can change from year to year and is up to the employer to determine.

Integration permitted: Contributions may either be a flat percentage of each employee's compensation, or they may be integrated with the Social Security taxable wage base ($168,600 for 2024 and $176,100 for 2025). Employees earning more than this receive a greater portion of the contribution to compensate for the smaller percentage of Social Security benefits they accrue.

Flexibility: Employer may establish a vesting schedule and decide whether or not to make loans and hardship withdrawals available to participants.

Eligibility: Part-time and seasonal employees may be excluded with eligibility requirements.

Other profit-sharing plan considerations

- Subject to ERISA reporting.
- Moderate administration.
- In general, the same percentage of compensation must be contributed on behalf of all participants.
- For 2024, if a 401(k) is offered in conjunction with a profit-sharing plan, the combination of employee deferrals and employer contributions (including matching contributions) is the lesser of $69,000 or 100% of compensation. For 2025, it increases to $70,000. These amounts do not include the catch-up amounts for the 401(k) - See the IRS chart for catch-up contributions if employee is age 50 or older.

See next page for alternate contribution options.

Profit sharing plan variations

Profit-sharing plans offer variations to accommodate the needs of different employers. These variations allow business owners to skew contributions toward older, more highly paid employees. Profit-sharing plan variations include age-weighted plans, new comparability plans and super comparability plans.

Age-weighted plans: Contributions are based on a formula that takes both age and compensation into account. Older employees receive larger contributions than their younger counterparts.

New comparability plans: Similar to an age-weighted plan, but instead of considering just age and compensation, new comparability plans allow employers to categorize employees by several criteria, including tenure, ownership, job function and age. Using these criteria, employers can determine an allocation formula to group employees as either "preferred" or "non- preferred." The preferred group receives a greater share of the contributions.

Super comparability plans: A hybrid of the Safe Harbor 401(k) and the new comparability plan design, the super comparability plan allows employees to contribute to their own 401(k) accounts while also receiving profit-sharing contributions from their employer. A non-elective 3% employer contribution to all employees satisfies the Safe Harbor requirement and allows HCEs to make the maximum salary deferral to their own accounts ($23,000 in 2024; for 2025 it increases to $23,500). See IRS chart for catch-up contributions if employee is 50 or older.

403(b) plans

The 403(b) is a very flexible retirement plan design that is available to mostly nonprofit organizations, public education, nonprofit hospitals, and churches. There is no testing on employee salary deferrals. Generally must be offered to employees who work 20 hours a week and satisfy a minimum service age.

Advantages of a 403(b)

Tax deferral: Employees can make salary deferrals on a pre-tax basis of up to $23,000 in 2024. For 2025 it increases to $23,500. See the IRS chart for catch-contributions if age 50 and older.

Matching contributions: The employer does *not* have to contribute to a 403(b), but if they do, those contributions could be matching contributions, discretionary contributions or certain mandatory contributions. As with other plan types, the combined amount of employer contribution and employee deferral cannot exceed the lesser of 100% of compensation or $69,000 for 2024, or $70,000 in 2025. See the IRS chart for catch-up contributions if employee is age 50 or older.

The 15-year rule: If permitted by the 403(b) plan, an employee who has at least 15 years of service with the same eligible 403(b) employer has a 403(b) elective deferral limit that is increased by the lesser of:

$3,000

-OR-

$15,000, reduced by the amount of additional elective deferrals made in prior years

-OR-

$5,000 times the number of years of service for the organization minus the total elective deferrals made for earlier years.

Other 403(b) considerations

- *Loans and hardship withdrawals are permitted.
- Designated Roth contributions offer tax-free qualified distributions (salary deferrals and employer contributions are included in the participant's taxable income the year that they are earned).
- Require more administration than other plans, resulting in administrative costs.
- Top-heavy and nondiscrimination testing is required.
- IRS Form 5500 filing is required.
- The special 403(b) catch-up formula imposes a lifetime limit of $15,000 of elective deferrals.

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Single participant defined benefit plans

Single-participant, or individual, defined benefit plans are designed for small business owners or self-employed individuals. These owner-only retirement accounts offer the highest possible deductible contributions available.

Advantages of a single-participant defined benefit plan

Benefit limits and contribution amounts: The maximum annual benefit for a defined benefit plan is $275,000 for 2024 (it increases to $280,000 for 2025). Actuarially determined funding requirements to achieve this benefit may require funding that is up to four times higher than the contribution limits of other retirement plan types.

Tax savings: Employer contributions are a tax-deductible business expense, so higher contribution limits can lead to increased tax savings.

Investment options: Employer decides how much to contribute and how to direct the investments.

Accelerated interest earnings: Larger base of contribution dollars can accelerate the growth of your retirement account.

Control: Money that is saved and invested is targeted to produce a defined income level at retirement. The owner determines what his or her retirement benefit will be.

Other single-participant defined benefit plan considerations

- Plan may be more expensive to establish and maintain than other retirement plan types.
- Subject to ERISA reporting.
- May require coverage by the Pension Benefit Guaranty Corporation.

Defined benefit plans (group)

Defined benefit plans are qualified retirement accounts that pay a specific benefit at the plan holder's retirement age. These plans can be an excellent option for companies with older employees who wish to accumulate assets rapidly, or for high-revenue companies and small businesses that can afford to make higher contributions.

Advantages of a defined benefit plan

Tax deductions: Contributions to a defined benefit plan are a deductible business expense and offer the largest deductions available under current tax laws.

Investment options: The investment committee has greater flexibility in making investment decisions than with other retirement plan designs.

Asset protection: Plan assets are protected from creditors under current federal guidelines.

High benefit limits: Maximum retirement benefit of 100% of average compensation for the three consecutive years in which the participant's compensation was the highest, up to a maximum of $275,000 for 2024 (it increases to $280,000 for 2025).

Known benefit amount: Unlike with defined contribution plans such as 401(k)s, employees know how much they will receive at retirement.

Ability to combine with defined contribution plans: Can contribute maximum allowed amounts to a defined contribution plan and still fund a defined benefit plan.

Other defined benefit plan considerations

- Require actuarial projections and administrative maintenance, making these plans more expensive to establish and administer.
- Quarterly contributions required.
- The employer bears 100% of the investment risk, and mandatory annual contributions are subject to market volatility.
- The employer is responsible for investment management, actuarial calculations, and annual contributions.
- Subject to ERISA reporting.
- May require coverage by the Pension Benefit Guaranty Corporation.
- Although the trustee of the plan makes the investment decisions, keep in mind defined benefit plans are typically invested in a conservative or moderately conservative manner, as the goal is to provide lifetime income for participants.

Cash balance plans (group)

A Cash Balance plan is a defined benefit plan that specifies both the contribution to be credited to each participant and the investment earnings to be credited based on those contributions. Each participant has an account that resembles those in a 401(k) or profit sharing plan.

Advantages of a cash balance plan

Tax deductions: Contributions to a cash balance plan are a deductible business expense and offer the largest deductions available under current tax laws.

Investment options: Typically cash balance plan investments are managed to a target interest crediting rate, typically 3%-7%, which is written into the plan document. There are different ways to accomplish this including safe harbor rates (more conservative) or actual rate of return (more moderate). Either way the equity exposure of cash balance plans is rarely over 35%.

Asset protection: Plan assets are protected from creditors under current federal guidelines.

High benefit limits: Cash balance contribution amounts are largely age and income based. There is technically no maximum contribution rate for cash balance plans. Cash balance plans carry a maximum lifetime contribution of $3.4 million, indexed based on mortality rates. Consult a third-party administrator to calculate contribution amounts.

Ability to combine with defined contribution plans: Typically cash balance plans work best when paired with a profit-sharing and 401(k) plan. Combo plans are tested together.

Other cash balance considerations

- Require actuarial projections and administrative maintenance, making these plans more expensive to establish and administer.
- The employer bears 100% of the investment risk, and mandatory annual contributions are subject to market volatility.
- The employer is responsible for investment management, actuarial calculations, and annual contributions.
- Subject to ERISA reporting.
- May require coverage by the Pension Benefit Guaranty Corporation.

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Choosing the right retirement plan

All of the retirement plans discussed here have unique advantages and considerations. The following chart provides a summary of each design, including contribution limits and key considerations for choosing the plan that best meets your company's needs.

Simple IRA	
Who can establish	Self-employed persons, partnerships, corporations, nonprofit groups, tax-exempt institutions and government entities with 100 or fewer employees. Generally, the employer may not maintain another plan.
Key features	1. Inexpensive 401(k)-type plan for the smaller business owner. 2. No 401(k)-type discrimination testing. 3. Deductible employer contributions are made directly to employees' IRAs. 4. Employer contributions are mandatory. 5. All contributions are immediately 100% vested.
Annual contribution limits	1. For 2024, employees may make salary deferrals up to the lesser of $16,000 or 100% of income. For 2025, the salary deferral increases to $16,500. See the IRS chart for catch-up contributions if employee is age 50 or older. 2. Employer must choose one of two options: • Match employee's contribution dollar for dollar, up to 3% of compensation (match cannot exceed deferral limit). • Contribute 2% of each eligible employee's compensation.
SEP IRA	
Who can establish	Self-employed persons, partnerships, corporations and nonprofit groups.
Key features	1. Deductible employer contributions are made directly to employees' IRAs. 2. Employers can change their annual contributions. 3. All contributions are immediately 100% vested. 4. Minimal paperwork and reporting.
Annual contribution limits	Up to the lesser of 25% of an employee's eligible compensation or $69,000 for 2024. For 2025 the limit increases to $70,000.
401(k) plans and individual 401(k) plans	
Who can establish	Partnerships, corporations, and nonprofit groups.
Key features	1. Permits pre-tax salary deferral contributions. 2. Designated Roth contributions offer tax-free qualified distributions (salary deferrals and employer contributions are included in the participant's taxable income the year that they are earned). 3. Employer matching and profit-sharing contributions may be discretionary. 4. Vesting schedule on employer contributions is determined by the employer for group 401(k); individual 401(k) plans are 100% vested immediately. 5. Participant loans are available. 6. Due to complicated discrimination testing and tax reporting, third-party administrative services are recommended.

401(k) plans and individual 401(k) plans *continued*	
Annual contribution limits	• Employees can make salary deferrals on a pre-tax basis of up to $23,000 in 2024. For 2025 it increases to $23,500. See the IRS chart for catch-contributions if age 50 and older. • The maximum contribution limit (employee and employer amounts combined) is $69,000 for 2024. For 2025 the limit increases to $70,000. These amounts do not include the catch-up contributions. See the IRS chart for catch-contributions if age 50 and older. • Total employer contributions to the plan cannot exceed 25% of total eligible compensation. (Employer contributions exclude employee deferrals).

Safe Harbor 401(k) and super comparability plans	
Who can establish	Partnerships, corporations, and nonprofit groups (no government entities)
Key features	1. Safe Harbor 401(k) permits employers to choose either a 3% profit sharing contribution or a 4% match on a 6% deferral. 2. Super comparability 401(k) combines the features of a new comparability plan with 401(k) safe harbor provisions. 3. Employer contribution must be made each year to maintain safe harbor provisions. 4. Safe harbor contributions satisfy nondiscrimination requirements. 5. Participant loans are available for either plan if permitted by the plan. 6. Due to the complexity of the contribution calculation, retirement plan administrative services are required.
Annual contribution limits	• Employees can make salary deferrals on a pre-tax basis of up to $23,000 in 2024. For 2025 it increases to $23,500. See the IRS chart for catch-contributions if age 50 and older. • The maximum contribution limit (employee and employer amounts combined) is $69,000 for 2024. For 2025 the limit increases to $70,000. These amounts do not include the catch-up contributions. See the IRS chart for catch-contributions if age 50 and older. • Total employer contributions to the plan cannot exceed 25% of total eligible compensation. (Employer contributions exclude employee deferrals.) • Maximum eligible compensation is $345,000 in 2024. For 2025 it increases to $350,000.

Traditional profit-sharing plans, age-weighted and new comparability	
Who can establish	Self-employed persons, partnerships, corporations, and nonprofit groups
Key features	1. Profit sharing contribution requirements are set in the plan document. Contributions may be discretionary. 2. Age-weighted formula is determined by the salary range and age of employees. 3. New comparability formula groups employees into categories and then bases the formula on each group as governed by nondiscrimination regulations. 4. Employers may add a 401(k)-salary deferral feature for all plans. 5. Participant loans are available for all if permitted by the plan. 6. Vesting schedule is determined by the employer for all plans. 7. Due to the complexity of the contribution calculation and nondiscrimination testing, retirement plan administration services are required.
Annual contribution limits	• For 2024, employers may contribute up to the lesser of 25% compensation or $69,000. In 2025 it increases to $70,000. • Maximum eligible compensation is $345,000 in 2024. For 2025 it increases to $350,000.

403(b) plans	
Who can establish	Nonprofit organizations, public education, nonprofit hospitals, and churches.
Key features	1. Employer can deduct amounts that don't exceed 25% of aggregate compensation for participants. 2. Permitted to have another 401(a) or 457 qualified plan.
Annual contribution limits	• Employees can make salary deferrals on a pre-tax basis of up to $23,000 in 2024. For 2025 it increases to $23,500. See the IRS chart for catch-contributions if age 50 and older. • The maximum contribution limit (employee and employer amounts combined) is the lesser of 100% of compensation or $69,000 for 2024. For 2025 the limit increases to $70,000. These amounts do not include the catch-up contributions. See the IRS chart for catch-contributions if age 50 and older.
Defined benefit plans (single participant or group)	
Who can establish	Self-employed persons, partnerships, corporations, and nonprofit groups.
Key features	1. Known benefit amount at retirement. 2. Permits higher contribution limits than many other retirement plan options.
Maximum benefits	100% of average compensation for the three consecutive years in which the participant's compensation was the highest, up to a maximum of $275,000 for 2024 (it increases to $280,000 for 2025). Annual contribution requirements must be calculated by an actuary.
Cash balance plans (group)	
Who can establish	Any employer with one or more employees (including self-employed).
Key features	1. Known benefit amount at retirement. 2. Permits higher contribution limits than many other retirement plan options. 3. All contributions are made by the employer – no employee deferrals allowed.
Maximum benefits	Individual limits are based on the age and compensation of the participant and must be calculated by an actuary.

We remain committed to keeping current with the latest resources, trends, and legislative developments so that we can help empower you and your employees to effectively plan and prepare for retirement.

Our goal is to provide you with the tools and resources that can help you build and maintain a successful plan for your employees.

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