



CRSP 403(b) Compliance Checklist

The Concordia Retirement Savings Plan 403(b) is an excellent way to help your workers prepare for retirement. While the CRSP makes saving easy for the worker, it does require administrative duties for employer.

Concordia Plans assumes many of the administrative and compliance responsibilities of the CRSP, but there are certain responsibilities you must do as the employer. We've created a quick administrative checklist to help you stay on track.

Before you begin, make sure you have registered for the 90 Degree Benefits (formerly EBSO) service center at <https://crsp403b-90db.com/>. If you are creating a new account, please allow one to two business days for account verification.

- Once you have logged in to your 90 Degree Benefits account, create a Contribution Detail Report from the 90 Degree Benefits service center by selecting: Home > Contributions > Contribution Detail Report.
- Check your Contribution Detail Report to verify:
 - > Pay increases or election changes for any of your workers have been applied and that you have updated their deferrals and any applicable employer match.
 - > Deferrals by terminated workers have stopped and you are not remitting contributions for them.
 - > Remitted contributions are consistent with the payroll deductions.
 - > Year-to-date contribution totals match (including your pre-tax and after-tax Roth totals).
- Review the total contributed for each worker to see if anyone is approaching or on track to exceed IRS limits. Contribution limits for 2021 are \$19,500 for workers under the age of 50 and \$26,000 for workers age 50 or older. Contribution limits for 2022 are \$20,500 for workers under the age of 50 and \$27,000 for workers age 50 or older.
- Confirm that workers' annual contributions to the CRSP do not exceed their taxable compensation.
- Verify rostered worker's contributions are calculated on the worker's gross pay (including cash housing and utility allowance(s), if applicable) and not just on base salary.



Administrative tip: Run the Contribution Detail Report on a quarterly basis to help keep your CRSP 403(b) contributions running smoothly.

DID YOU FIND SOMETHING WRONG?

Don't worry, we are here to help you correct any issues. Contact the CRSP Team at 888-927-7526 or CRSP@ConcordiaPlans.org.

For assistance with the 90 Degree Benefits site, please email CRSPSupport.t7@90degreebenefits.com or call 800-486-7664 ext. 2556.