

GETTING IT RIGHT

Know Your Fiduciary Responsibilities



A RETIREMENT PLAN COMPLIANCE ASSISTANCE SEMINAR FOR SMALL BUSINESS

Strong fiduciary oversight and protecting workers' benefits is one of the highest priorities of the U.S. Department of Labor. The best way to protect workers' benefits is by preventing problems before they start. Our compliance assistance program – Getting It Right – Know Your Fiduciary Responsibilities – will increase awareness and understanding about basic fiduciary responsibilities when operating a retirement plan.

Getting it right, however, can be challenging. This is especially true for small and medium sized employers who have limited time, resources, and access to professional help with benefit programs.

Specifically, getting it right means:

- Understanding your plan and your responsibilities;
- Carefully selecting and monitoring service providers;
- Making contributions on time;
- Avoiding prohibited transactions; and
- Making appropriate disclosures to plan participants and filing annual reports to the government on time.

Our program combines free seminars around the country, educational materials, and a dedicated webpage on EBSA's Web site. With the valuable participation of our partners, Getting It Right will offer a helping hand to those who want to do the right thing.

We hope you will join us at this upcoming seminar. Helping fiduciaries to get it right benefits us all.

CHICAGO, ILLINOIS
AUGUST 14, 2012

AGENDA

- | | |
|---|--------------------------------|
| ■ Registration & Sign in: | 8:30 – 9:00 A.M. |
| ■ Welcome - U.S. Department of Labor & Partners | 9:00 – 9:15 A.M. |
| ■ Fiduciary Responsibility - Speaker: U.S. Department of Labor | 9:15 – 10:15 A.M. |
| ■ BREAK | 10:15 – 10:30 A.M. |
| ■ Fiduciary Responsibility (cont.) - Speaker: U.S. Department of Labor | 10:30 A.M. – 12:00 P.M. |
| ■ LUNCH (on your own) | 12:00 – 1:00 P.M. |
| ■ Fiduciary Responsibility Questions and Answers | 1:00 – 1:15 P.M. |
| ■ Reporting and Disclosure - Speaker: U.S. Department of Labor | 1:15 – 2:15 P.M. |
| ■ BREAK | 2:15 – 2:30 P.M. |
| ■ Common Mistakes & IRS Correction Programs –Speaker: Internal Revenue Service | 2:30 – 3:25 P.M. |
| ■ DOL Voluntary Correction Program - Speaker: U.S. Department of Labor | 3:25 – 3:45 P.M. |
| ■ Questions and Answers | 3:45 – 4:00 P.M. |

SEMINAR LOCATION

RALPH H. METCALFE FEDERAL BUILDING, MORRISON CONFERENCE ROOM
ROOM 331, 77 W. JACKSON BOULEVARD
CHICAGO, ILLINOIS 60604

SEMINAR PARTNERS

- Society for Human Resource Management
- National Federation of Independent Business
- American Institute of Certified Public Accountants
- U.S. Small Business Administration

This seminar is FREE. Registration will be on a first come first served basis, so please fill out and return the registration form on this brochure as soon as possible by email or by fax NO LATER THAN **August 8, 2012**.

Cooperation does not constitute or imply an endorsement by the government of any product or service of the private sector partners.

*To register for this seminar, please fill in the requested information below, then email or fax this form NO LATER THAN **August 8, 2012** to:*

Pat Humphlett

Tel.: (202)693-8660

Fax: (202)219-8141

Email: humphlett.patricia@dol.gov

REGISTRATION INFORMATION

CHICAGO, ILLINOIS

Name and Title

Organization/Company

Address

Telephone/Fax/Email

Individuals with disabilities who need special accommodations please check here. _____

*The list of attendees will be available upon request.
Please indicate if you do not want your name shared by checking here.* _____