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## Third Party Administrative Team

**Sandra Wehner**, [sandy@omegagpa.com](mailto:sandy@omegagpa.com), *Vice President* of Omega, Inc., can answer any and all questions concerning your Plan and the administration of the Plan Document. To provide the most efficient service to you, questions concerning distributions, loans, census and billing should be directed to the administrator as listed below.

**Pat Lutz**, [Pat@omegagpa.com](mailto:Pat@omegagpa.com), can assist you with most Plan questions, Plan terminations and Employee year end Certificates.

**Mary Ann Cantello**, [Maryann@omegagpa.com](mailto:Maryann@omegagpa.com), can assist you with most Plan questions. Mary Ann will answer any questions concerning the preparation and/or signing of your Annual Form 5500, Plan Audits, and Valuations.

**Nicole Joseph**, [Nicole@omegagpa.com](mailto:Nicole@omegagpa.com) prepares quarterly billings. In most cases Omega, Inc. bills all 401(k) Plans on a quarterly basis. Invoices are mailed on March 1, June 1, September 1 and December 1. We bill in arrears, meaning the invoice you receive dated December 1 will be for the final quarter of the year, the one mailed on March 1<sup>st</sup> will be for the first quarter of the current year and so on. Some Plans are billed on an annual basis. The bill is include with the completed annual Valuation/5500 and is payable immediately. Questions concerning invoices should be directed to Nicole.

Nicole will also process all **Participant terminations and distributions** (In-Service & Hardship) according to your Plan Document. In the event an Employee terminates employment, please complete a copy of the enclosed Distribution Request form (An electronic file of this Word document can be obtained by contacting [Nicole@omegagpa.com](mailto:Nicole@omegagpa.com)), and fax to our office. She will contact the participant directly to complete the required withdrawal paperwork and forward to you for Trustee signature. You may also provide this information to our office by e-mailing Nicole. (please include Plan Name in the subject line. This information will be accepted only from an authorized contact or the Trustee.)

**Jennifer DeLuca**, [Jennifer@omegagpa.com](mailto:Jennifer@omegagpa.com), can assist you with questions concerning your **Employee Census**. We will be requesting an annual census of All Employees. A Semi-Annual Census will be requested if your Plan is not Safe Harbor. This is required for annual testing to keep your Plan in compliance. We will mail or e-mail, at the request of the Trustee, the Anniversary Notification (Census) for you to add new Employees, dates of termination, birth and hire; compensation, salary deferrals, etc. Feel free to use an Excel spreadsheet to report the required information to us. Please be sure the company name and time period is on all reports. Any questions concerning the census can be addressed to Jennifer or Mary Ann.

Jennifer can also assist you with processing **Employee Loans**, if your Plan Document contains a Loan provision. Please use the Loan Authorization Letter enclosed. An electronic copy can be obtained by contacting [Jennifer@omegagpa.com](mailto:Jennifer@omegagpa.com), have a Trustee sign and email or Fax to our office. Required loan paperwork will be e-mailed to you for signatures. Return to Jennifer for processing.