ΩMEGA, Inc.
5793 Widewaters Parkway, 2nd Floor
Dewitt, New York 13214
315-449-4124

Third Party Administrative Team

Sandra Wehner, sandy@omegaqpa.com, *Vice President* of Omega, Inc., can answer any and all questions concerning your Plan and the administration of the Plan Document. It is greatly appreciated that questions concerning the specific issues be directed to the administrator listed below.

Nicole Joseph, Nicole@omegaqpa.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 1st will be for the first quarter of the current year and so on. Questions concerning invoices should be directed to Nicole.

Pat Lutz, Pat@omegaqpa.com, can assist you with most Plan questions.

Nicole Joseph, Nicole@omegaqpa.com will process all Participant terminations and distributions according to your Plan Document. In the event an Employee terminates employment, please complete a copy of the enclosed Distribution Request form (A file of this Word document can be obtained by contacting Nicole@omegaqpa.com) and fax to our office. We 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.

Mary Ann Cantello, Maryann@omegaqpa.com, can assist you with most Plan questions and will process Employee Loans if your Plan Document contains a Loan provision. Please use the enclosed Loan Letter template (A file of this Word document can be obtained by contacting Maryann@omegaqpa.com) copy on to your letterhead, complete the information requested, have a Trustee sign. Fax to our office and Mary Ann will prepare the required loan paperwork for you.

Jennifer DeLuca, Jennifer@omegaqpa.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 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 requested 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