

To register for this seminar, please fill in the requested information below, then email or fax this form **NO LATER THAN** November 1, 2004 to:

Norma J. Mannix, Coordinator
Retirement Savings Education Campaign
Tel. (202)693-8684
Fax: (202)219-8141
Email: mannix.norma@dol.gov

REGISTRATION INFORMATION

1. Name and Title

2. Organization/Company

3. Address

4. 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. _____

U.S. Department of Labor
Employee Benefits Security Administration
200 Constitution Avenue, N.W.
Room N5625
Washington, DC 20210

Penalty for Private Use, \$300
3-450



U.S. DEPARTMENT OF LABOR

GETTING IT RIGHT
KNOW YOUR
FIDUCIARY
RESPONSIBILITIES

A RETIREMENT
PLAN
COMPLIANCE
ASSISTANCE
SEMINAR FOR
SMALL
BUSINESS

NOVEMBER 9, 2004

Dear Colleague:

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

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

Sincerely,



Ann L. Combs
Assistant Secretary
Employee Benefits Security Administration

**SEATTLE, WASHINGTON
NOVEMBER 9, 2004
AGENDA**

8:30 – 9:00 a.m. – **Registration & sign in**

9:00 – 9:30 a.m. – **Welcome**
U.S. Dept. of Labor and Partners

9:30 – 10:30 a.m. – **Fiduciary Responsibility**
Speaker: U.S. Dept. of Labor

10:30 – 10:45 a.m. - **BREAK**

10:45 a.m. – 12:30 p.m. – **Fiduciary Responsibility** (continued)
Speaker: U.S. Dept. of Labor

12:30 – 1:30 p.m. – **LUNCH** on your own

1:30 – 1:45 p.m. – **Fiduciary Responsibility Questions and Answers**

1:45 – 2:45 p.m. – **Reporting and Disclosure**
Speaker: U.S. Dept. of Labor

2:45 – 3:00 p.m. – **BREAK**

3:00 – 3:30 p.m. – **Tax Qualification Issues**
Speaker: Internal Revenue Service

3:30 – 4:15 p.m. – **Voluntary Correction Programs**
Speakers: U.S. Dept. of Labor and Internal Revenue Service

4:15 – 4:30 p.m. – **Questions and Answers**

SEMINAR PARTNERS

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

This seminar is FREE and open to the first 200 registrants. Registration will be on a first come first served basis, so please fill out and return the registration form on the back of this brochure as soon as possible by email, or by fax or phone **NO LATER THAN November 1, 2004** (see back for contact information).

SEMINAR LOCATION
Bell Harbor International Conference Center, 2211 Alaskan Way, Pier 66, Seattle, WA (206) 441-6666

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