



CRSP 403(b) Compliance Checklist

The Concordia Retirement Savings Plan (CRSP) 403(b) is an excellent way to help your workers prepare for retirement. While the CRSP 403(b) makes saving easy for the workers, there are required administrative duties for the 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 service center at 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 2025 are \$23,500 for workers under the age of 50. \$31,000 for workers age 50 to 59 years of age, or those 64 and older. Workers between ages 60-63 can contribute up to \$34,750.
- 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.