
Icon Employer Handbook

This handbook contains an overview of Icon, how it works, and outlines your role as an employer.

Name of Employer
Icon Plan ID: 000000

This number will be used by your employees to enroll in Icon. In addition, you'll use this number to set-up your plan administration account.

**At Icon, our
goal is simple:
help more people
save more money
for retirement.**

Icon was created by NARPP, the only non-profit 501(c)(3) organization dedicated to the 145 million working Americans saving for retirement.

NARPP's mission is to spearhead transformational change in retirement savings and to help improve the financial futures of working Americans.

Icon:
Your role as
an employer



Icon operates within the legal framework of a payroll-deduct IRA.

In this arrangement you, the employer, sets up the payroll-deduct IRA, and employees choose whether to participate, and if so, how much to contribute to their paycheck.

- Employees make all the contributions.
- There are no IRS forms to complete.
- There is no requirement to have a certain number of employees participating.
- Employers have no fiduciary responsibility because the retirement plan is not employer-sponsored, it is employer facilitated.

You should make clear that your involvement in Icon is limited to facilitating contributions to Icon through payroll, that you have not determined the investments or negotiated special terms. You are not endorsing Icon.

As an employer you can do these activities.

- Encourage your employees to save for retirement by providing general information about the payroll deduction IRA program and other educational materials that explain why it is important to save, including the advantages of contributing to an IRA.
- Answer employees' questions about the program and refer inquiries to Icon.
- Provide informational materials written by Icon to your employees.

**Icon:
Managing your
Icon account**

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Managing your Icon account.

Icon requires very little account management.

However, there are some housekeeping pieces of information that help make sure your plan is optimized.

1. Establish a plan administration account.

You will use your unique user-name and password to set-up your Icon plan administration account.

You will use this account to make any plan changes and to facilitate functional requests related to payroll and contributions.

To set-up (or log onto) your account go to:
<https://icon-employer.invlink.com/>

2. Invite your employees to participate in Icon.

We've created a set of materials you can use to inform your employees about Icon and how to get started. To access these materials go to: <https://www.iconsavingsplan.com/employer-resources/>

Or, if you'd like to simply provide a link to our site that has information on using Icon, including enrollment information, go to: <https://www.iconsavingsplan.com/employees/>

Icon's plan administrator is Aspire.

Aspire Financial has years of experience managing retirement plans.

Aspire manages all of the functional aspects of Icon including: interfacing with payroll, transferring of funds, statement generation, plan support and other account level activities.

If you have already set-up an account and have forgotten your password, you can retrieve that information by going to:
<https://icon-employer.invlink.com/>

Icon:
Plan details

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Icon plan specifics.

Eligibility

There are no requirements for employees participating in Icon, everyone is qualified to participate.

Contributions

Employees determine how much of their paycheck they want to contribute. In 2018, the contribution limit is \$5,500, or \$6,500 for people over 50.

Employer matching contributions are not allowed.

Distributions

Icon distributions follow traditional IRA distribution rules. Distributions are taxable, but can be taken without penalty after age 59½. Distributions before age 59½ are subject to a 10% early withdrawal penalty, although exceptions may apply, such as for periodic payments, withdrawals for disability, medical bills or a first-home purchase.

Loans

Loans are not permitted.

Getting your employees started with Icon.

You can invite your employees to establish their own Icon account.

Employees will use our digital on-boarding process to enroll.

Their account will take approximately 5-7 days to verify.

Once their account has been verified and activated, their contributions will happen automatically through a handshake that happens between your payroll service provider and Aspire.

Icon:
FAQ's

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Q. What happens when an employee leaves the company?

When an employee departs your employment, their Icon plan is no longer connected to your payroll. They will retain their Icon account, and they can continue to make contributions. To do so, they will need to set up a new funding source, typically this is an ACH transfer from their bank account.

Q. Where can employees find answers to their questions about Icon and saving for retirement?

Employees can find information on Icon and how the plan works by going to our website and clicking on FAQ's.

In addition, we have detailed information on Icon in the FI Academy on the Icon website: www.IconSavingsPlan.com

Q. How do I make changes to my account profile information?

You can make changes to your account by going to: <https://icon-employer.invlink.com/>

Here you'll be able to make changes to address, payroll processing, primary contact and other account details.

Q. What if I forget my plan ID?

Go to: <https://icon-employer.invlink.com/>

**Have Questions?
Contact us.**

Icon

Alex Rowley

Alex.Rowley@IconSavingsPlan.com

415-509-9687

Aspire Account Management Support

<https://icon-employer.invlink.com/>

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