

# Plan Services Fee Updates / Changes to Existing Plans



Metropolitan Life Insurance Company

## Things to Know Before You Begin

- This form is used to add, remove, or update the Plan Services Fee on an existing plan only.
- Return completed form to the MLR Pricing Team and Plan Doc Group.
- Fee Changes **will not** be made unless a fully executed services agreement amendment or restatement reflecting the new fee(s) is in place.
- Please allow 20 business days for processing.
- Prior approval by MLR Pricing is required.
- Fees are run on the 15<sup>th</sup> of the last month of the calendar quarter.



To be completed by  
RMC/SAE.

## SECTION 1: Plan / Requestor Information

Plan Name	Plan Number
Requestor Name	Requestor Phone Number
Requestor Email	Specify Quarter / Year Request to be Effective

## SECTION 2: Reason for Request (Please select only one option for Plan Services Fee).

	ADD New Plan Services Fee – Complete Section 3
	REMOVE Existing Plan Services Fee – Complete Section 4
	CHANGE Plan Services Fee – Complete Section 3 to add new fee & Section 4 to remove existing fee
	ADD Wrap Fee to specific funds – Complete Section 5 and Section 6 for comments, if applicable

## SECTION 3: ADD New Plan Services Fee (Please select only one Pricing Model to add new fee).

**Pricing Model I: Offset** – MetLife charges plan and/or participant accounts a set fee for revenue requirements to operate plan and mutual fund reimbursements received are credited back based upon the Offset Method selected below in Section B.

**A. Select type of fee:** (Expressed as an **ANNUAL Dollar or Basis Points Fee (“BPS”)** – assessed on a quarterly basis)

\$\_\_\_\_\_ Dollar per participant

\_\_\_\_\_ BPS per plan – Express annual rate – example please note 0.30 instead of 30 bps or .003

List below the SDIO's for ANY fixed / Self Directed that **should be excluded**.  
(Including SDIO's for GTS Fixed, SVA, GAA, SA Institutional, CIT, or Self Directed Accounts)

Fund Name	SDIO	Fund Name	SDIO

### SECTION 3: ADD New Plan Services Fee (continued)

**B. Select Offset Method:** (MetLife charges the plan and/or participant accounts a set fee for revenue requirements to operate the plan and all mutual fund reimbursements are credited to the offset method selected).

	Option 1 – Participant Account
	Option 2 – Group Account (Unallocated Plan Assets, “UPA”) – if fee exceeds balance in UPA/Forfeiture, shortfall of fees to be charged to participant accounts (Forfeiture assets will only be taken from available sources).
	Option 3* – Group Account (UPA) with direct bill to Employer for the total amount of fees due to MetLife (Complete Section C).

\* Prior approval is required by MLR Pricing for Option 3

**C. Billing Receiver Contact Information** (Complete if Offset Method Option 3 above was selected).

Contact Name

Address

City

State

Zip Code

Contact Email

Contact Phone Number

**D. Unallocated Plan Asset Account (UPA):** (To be completed for Offset Method Option 2 and Option 3 selected above. Designate the following fund(s) for unallocated plan assets. Percentages must total 100%).

Fund Name	SDIO	Ticker	Percentage
			%
			%

**Pricing Model II: No Offset** – MetLife charges plan and/or participant accounts a fee and keeps the mutual fund reimbursements to meet revenue requirements to operate the plan

**A. Select type of fee:** (Expressed as an **ANNUAL Dollar or Basis Points Fee (“BPS”)** – assessed on a quarterly basis)

\$\_\_\_\_\_ Dollar per participant

\_\_\_\_\_ BPS per plan – Express annual rate – example please note 0.30 instead of 30 bps or .003

List below the SDIO's for ANY fixed / Self Directed that **should be excluded**.

(Including SDIO's for GTS Fixed, SVA, GAA, SA Institutional, CIT, or Self Directed Accounts)

Fund Name	SDIO	Fund Name	SDIO

### SECTION 3: ADD New Plan Services Fee (continued)

**B. Select No Offset Method:** (MetLife charges the plan and/or participant accounts a set fee for revenue requirements to operate the plan and all mutual fund reimbursements are credited to the offset method selected).

	Option 1 – Participant Deducted – MetLife retains
	Option 2** – Employer to be billed via Quarterly Invoice (Complete Section C)

\*\* Prior approval is required by MLR Pricing for Option 2

**C. Billing Receiver Contact Information** (Complete if No Offset Method Option 2 above was selected).

Contact Name

Address

City

State

Zip Code

Contact Email

Contact Phone Number

### SECTION 4: REMOVE Existing Plan Services Fee (Please provide information on existing fee to be removed).

**A. Select fee to be removed:** (Expressed as an **ANNUAL Dollar or Basis Points Fee ("BPS")** – assessed on a quarterly basis).

\$\_\_\_\_\_ Dollar per participant

\_\_\_\_\_ BPS per plan – Express annual rate – example please note 0.30 instead of 30 bps or .003

### SECTION 5: Wrap Fees

Fund Name	SDIO	Wrap Required
		bps
		bps
		bps
		bps
		bps
		bps

### SECTION 6: Additional Comments

**SECTION 7: Required Authorization** (Signatures are required)

<b>Sign Here</b>	_____	_____
	Requestor Signature	Date
<b>Sign Here</b>	_____	_____
	MLR Pricing Authorized Signature	Date
<b>Sign Here</b>	_____	_____
	MLR Implementation Authorized Signature	Date

**SECTION 8: How To Submit This Form**

Please return completed form to:

Email:

[mlr\\_pricing@metlife.com](mailto:mlr_pricing@metlife.com)

Click Submit Form:

Cc:

[plandocgroup@metlife.com](mailto:plandocgroup@metlife.com)