



# MEMORANDUM

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Comptroller of the Currency  
Administrator of National Banks

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Washington, DC 20219

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To: Chief Executive Officers of National Banks, All Examining Personnel, and *Comptroller's Handbook* Subscribers

The enclosed booklet, "Retirement Plan Services," is part of the revised *Comptroller's Handbook*.

Banks offer a broad range of retirement plan services in various capacities to their customers. These include providing trustee, investment management, participant record keeping, and custody services to defined benefit and defined contribution retirement plans, as well as to individual retirement accounts.

The booklet provides an overview of the types of retirement plan services banks typically offer, the risks associated with providing these services, and the components of an effective risk management system. It summarizes several of the statutory and regulatory requirements banks must be aware of when offering retirement plan services and highlights specific provisions of ERISA and the Internal Revenue Code associated with these services. The booklet also provides national bank examiners with expanded examination procedures for evaluating the retirement plan services offered by a bank that supplement the core assessment standards in the "Large Bank Supervision" and "Community Bank Supervision" booklets of the *Comptroller's Handbook*. These examination procedures, which are optional, may be used when specific retirement plan services or the risks associated with these services warrant review beyond the core assessment.

Questions and comments regarding this booklet should be directed to Joel Miller, Asset Management Group Leader, or NBE Joseph Sifuentes at (202) 874-4447.

~~To order more copies of the booklet, please send your request and \$25 for each booklet to the Comptroller of the Currency, Attn.: Accounts Receivable, 250 E Street, S.W., Washington, D.C. 20219.~~

Charges for this publication have been suspended indefinitely.