

Ellen M. Durkin

Paralegal



Direct: 612.632.3171
ellen.durkin@gpmlaw.com

Minneapolis, MN

80 South 8th Street
500 IDS Center
Minneapolis, MN 55402
Phone: 612.632.3000
Fax: 612.632.4444

Practices

- Employee Benefits & Executive Compensation

Ellen is an experienced benefits specialist providing assistance to attorneys in a wide range of employee benefit plan-related transactions, corrections, and regulatory filings.

- Prepares retirement plan adoption agreements, plan documents, amendments, summary plan descriptions, adopting resolutions and related plan forms, and participant notices.
- Organizes and tracks transactional and/or regulatory filing or notice distribution tasks and communicates progress to team as issues and/or items are resolved.
- Assists with performance of due diligence reviews of employee benefit plans in merger and acquisition transactions.
- Prepares IRS determination letter application filings, IRS Voluntary Compliance Program (VCP) application submissions, and IRS Form 5330 (excise tax) filings.
- Assists with calculation of corrective contributions and distributions for self-correction and VCP purposes.
- Prepares Top Hat filings, Department of Labor DFVCP filings and Department of Labor Voluntary Fiduciary Correction Program (VFCP) applications.
- Assists with preparation of responses to IRS or Department of Labor audits of employee benefit plans.
- Assists with defined benefit plan terminations and PBGC filings.
- Conducts missing participant searches.
- Assists with coverage testing, nondiscrimination testing, annual additions testing, top heavy testing, employer contribution calculations, deduction limits, and contribution deposit deadlines.
- Serves as QDRO coordinator on behalf of plan administrators; assists with QDRO assignments on behalf of participants, alternate payees, and plan administrators.
- Assists with controlled group and affiliated service group determinations.

In addition to providing assistance to attorneys and clients, Ellen administers Gray Plant Mooty's defined contribution plan and is a member of the Retirement Committee.

Honors / Activities

Professional Activities

- Minnesota Paralegal Association, past board member
- Hennepin County Self Help Service Center, family law facilitator

Community Involvement

- Edina Morningside Rotary Club, member