



Taretta Shine

Paralegal

taretta.shine@icemiller.com

312 726 7143

Taretta Shine is a paralegal in Ice Miller's Workplace Solutions Group. She works closely with the firm's employee benefits attorneys to design and implement welfare benefit plans and qualified retirement plans; update plan documents, summary plan descriptions, and employee communication and education materials; prepare policies and procedures to administer and ensure compliance with federal laws and regulations; and conduct legal research for clients regarding plan administration issues.

As a team member within the Workplace Solutions Group, her additional notable experience includes:

- Preparing annual tax filings, including delinquent Form 5500s under the Delinquent Filer Voluntary Compliance Program.
- Submitting private letter ruling requests to the IRS.
- Preparing corrections for retirement plans using programs such as the IRS' Employee Plans Compliance Resolution System and the Department of Labor's Voluntary Fiduciary Correction Plan.
- Reviewing, updating, and revising health plans and summaries of benefits and coverage to ensure compliance with the Affordable Care Act and the Consolidated Appropriations Act.
- Reviewing, updating, and revising retirement plans to ensure compliance with the CARES Act (Coronavirus Aid, Relief, and Economic Security) and the SECURE Act (Setting Every Community Up for Retirement Enhancement).

Taretta has 30 years of experience in the health care, insurance, and employee benefits fields. Originally from Chicago, she began her employee benefits career as an intern with Motorola Inc. from 1992 to 1994. She gained additional employee benefits experience as an underwriter for United HealthCare and Hartford Steam Boiler Insurance Company. After obtaining her paralegal certificate, Taretta worked as a benefits compliance paralegal for CNA Insurance from 1996 to 1999 and then for First Health until 2001.

Services & Industries

- 401(k) Plans
- 457 Plans
- Benefit Compliance & Correction Programs
- Benefits Communications
- Compliance Programs
- Employee Benefits
- Health & Fringe Benefit Plans
- Insurance
- Governmental Retirement Plans
- Retirement Plans

Taretta was a member of the Illinois Paralegal Association and also volunteered as a tutor for the nonprofit agency Literacy Chicago, where she taught English as a second language.

Education

- Bradley University (B.A., 1994)

Professional Affiliations

- Paralegal Certificate, American Institute for Paralegal Studies