

Defined Contribution Plan Takeover Checklist

*Print out and use this checklist to begin gathering data if this is a takeover your current Defined Contribution Plan
This is a checklist for your use only, do not return this sheet to Pensions Unlimited Inc.*

1. Confidential Information Pack, Completed.
2. Copy of the most current Adoption Agreement.
3. Copy of the most current Plan Documents and any amendments.
4. Copy of the most current Trust Document and any amendments.
5. Copy of the most current Summary Plan Description (Employee Booklet)
6. Copy of the most current IRS Letter of Determination. (or Opinion Letter if Prototype)
7. Copies of the last two plan year 5500-C forms and other attached schedules.
8. Copy of the last two plan years Employee Benefit Statements showing their account balances under the plan.
9. Copy of the last two plan years comprehensive account balance reports given to the employer, providing balances, contribution allocations, forfeiture allocations, gains or losses, expenses, withdrawals, vested percentage and ending balances for each plan participant.
10. Copy of any and all life insurance information on current policies in the plan. (ie. Face amounts, premiums, and cash surrender values.
11. A listing of all terminated or retired participants payouts (or amounts to be paid out) over the last two years. We would also need the amount they forfeited, if any, and if their forfeitures have been allocated.
12. Copy of the Trust/Employer fidelity bond.
13. A completed Trust Financial Report (Balance Sheet and Income Statements) on the plan's assets for the last two years. (Form available on our web-site)
14. If the plan is a 401(k), a list of all salary deferrals, by participant, to date.
15. Completed documentation on all participant loans. (ie. loan papers, amortization schedules, and proof of payments.)
16. Any and all IRS correspondence regarding this plan. (Audits, etc.)
17. A copy of any tax filing extensions for the current tax year or plan year.
18. Census of all employees for the last five plan years. (include; Names, Date of Birth, dates of employment, plan year compensation, number of hours worked during the plan year, and date of termination for ALL employees employed during the last two plan years.)