

PLAN DESIGN STUDY
EXISTING PLAN INFORMATION REQUEST

Please provide us with the following information:

- A copy of the plan and trust documents with all amendments.
- A copy of the Summary Plan Description (the booklet given to employees describing the plan) and any other booklets provided to employees.
- A copy of the most recent IRS Form 5500 with all attachments.
- A census listing showing name, sex, social security number, job classification, date of birth, date of hire, and total compensation paid in the prior year, estimated current year compensation and bonus, estimated current year 401(k) contribution.
- A list of any other plans that the Company has maintained with approximate dates when the plan started and terminated.
- A copy of the last year's allocation. That is the worksheet which shows the allocation of contributions, forfeitures and investment income.
- Formula for employer matching contribution, if any.
- Copies of all tests performed for the prior year (ADP, ACP, 410(b) Coverage Test, 415 Maximum Benefit Test, top-heavy test).
- Indication of the preferred group of employees for whom maximum contributions should be provided.