## DOCUMENT SET UP QUESTIONAIRE

The following information will be needed to set up the document for your newly adopted qualified plan:

- 1. Exact Company Name: Address:
- 2. Tax Id #: Date Business Began:
- 3. Type of Entity (I.E. C-Corp, S-Corp):
- 4. Telephone #, Fax #:
- 5. Name At Least Two Trustees:
- 6. Email Address of one of the Trustees:
- 7. Plan Contact:
- 8. Name all owners and their dates of birth:
- 9. Corporate Tax Year End:
- 10. Waiting Period To Enter Plan (Usually 1 Year):
- 11. Plan Entry Dates:
- 12. Minimum Age (Max. 21):
- 13. Loan Provision: (Yes or No): (Loans and Roth Contributions cannot be used with Brokerage accounts)
- 14. Everyone Eligible at Plan Inception?
- 15. Vesting Schedule For Employer Contributions:
- 16. Hardship Withdrawal Provision: (Yes or No)
- 17. Last Day of Plan Year Employment required for Employer Profit Sharing?
- 18. Please provide my office with the Dates of Birth, Hire, Salary SS# and address on all full time employees (working over 1,000 hrs per year)
- **19.** Is this plan intended to satisfy Safe Harbor? If so which method will be used? (Please realize that Safe Harbor Contributions are 100% vested at all times.)