

REVIEW INFORMATION

In order to review a plan for administrative takeover and analysis the following items are needed:

1. Copy of current plan document and Summary Plan Description
2. Copy of form 5500 with attachments for the previous year.
3. Copy of most recent plan valuation with participant account balances.
4. Most recent value of plan assets by participant with account number
5. Listing of current year terminations/distributions. (if applicable)
6. Current plan census with dates of birth, dates of hire, and current salary information on all employees (please indicate key individuals)
7. Copy of employee and employer deposits to plan for current plan year.
8. If applicable, amortization schedules to include payments made and current outstanding balance.