

SUNBURST PENSION SERVICES

CHECKLIST FOR TAKEOVER PLANS

General Information:

Completed Employer Information Sheet

Plan Documents:

Current Adoption Agreement

Boiler Plate Plan Document

All Amendments

Participant Loan Policy

Most Recent Letter of Determination

Summary Plan Description

Trust Reports:

Prior Year Balance Sheet

Prior Year Income Statement

Documentation for All Assets

Loan Amortization Schedules and Promissory Notes

Valuations:

Prior Year Employee Census Report

Prior Year Contribution Report

Prior Year Account Balance Statement w/ Vesting

Prior Year ADP/ACP Test, as applicable

Prior Year Top Heavy Test

Government Filings:

Prior Year 5500 Filing, Including All Attachments

Distribution Forms:

Age 70.5 Election Forms, as applicable

EMPLOYER INFORMATION:

Employer Name _____ Plan Type _____

Officers: _____, Pres	Owners: _____	Percent: _____%
_____ , VP	_____	_____%
_____ , Treas	_____	_____%
_____ , Sec	_____	_____%
_____ , _____	_____	_____%

Date Company Began ____/____/____ Legal State of Construction: AZ ____ or _____

Employer Year End (month) _____ Plan Year End (month) _____

Employer Address _____

Phone Number (_____) _____ - _____ Fax Number (_____) _____ - _____

Primary Contact _____ E-mail address _____

Employer ID# _____ - _____ Trust ID# _____ - _____

Plan Trustees _____

Type of Entity (C-Corp, S-Corp, LLC, etc) _____ 6-Digit Business Code _____

Frequency of Payroll: ____ Weekly ____ Bi-Weekly ____ Semi-Monthly ____ Monthly ____ Other _____

Control Group or Affiliated Service Group info _____

CPA _____ CPA Phone Number (_____) _____ - _____

CPA Fax Number (_____) _____ - _____ CPA Email Address _____

CPA Address _____

Broker _____ Broker Phone Number (_____) _____ - _____

Broker Fax Number (_____) _____ - _____ Broker Email Address _____

Broker Address _____

Other Comments: _____

