



401(k) Plan Checklist

Participation

Who may participate? Those employees who have:

Entry date(s) _____

Does this plan have an automatic enrollment provision? Yes No

If yes, what is the minimum employee contribution? _____

Are there automatic increases? Yes No

If yes, when are the increases done and what is the maximum amount? _____

Contributions

What employee contributions are permitted by the Plan:

Are catch-up contributions permitted? _____

Does the employer make contributions to the plan? _____

Matching Yes No _____

Safe Harbor Yes No _____

Other _____

Does the employer match apply to catch-up contributions? Yes No

Does this plan allow rollovers? Yes No

From what sources? 401(k) 457 403(b) Other _____

Who can rollover? Eligible employees All employees

When may participants change their contribution amounts? _____

How can/do they do these changes? _____

Vesting

Does a vesting schedule apply to employer contributions? Yes No

Year(s) of Vesting Service

Vesting Percentage

Less than 1

_____ %

1

_____ %

2

_____ %

3

_____ %

4

_____ %

5

_____ %

6

_____ %

Miscellaneous Information

2008 401(k) Employee Contribution Limit: \$15,500

2008 Catch-Up Contribution Limit (only for those over 50 years old): \$5,000

2009 401(k) Contribution Limit: \$16,500

2009 Catch-Up Contribution Limit (only for those over 50 years old): \$5,500

Withdrawals

When may participants make withdrawals from the plan?

Are loans permitted? _____ If yes,

The minimum loan amount is \$ _____

What is the maximum number of years in which the loan must be repaid? _____

A participant may have _____ outstanding loans at one time?

Investments and Fund Selection

How often may participants change their investment selections? _____

Default investment fund _____

Are fund prospectuses available? _____

Whom should participants contact for a copy of their fund prospectuses?

Questions

If participants have questions that are not answered in the PowerPoint presentation or participant hardcopy materials, whom should they contact and how?

Conversion

When is/was the blackout period? _____

When will the plan be "live" on the web and IVR? _____

When do contributions to the new provider start? _____

Do participants need to actively reenroll, or will the funds be mapped from the prior provider? _____

What are the significant plan changes from the prior plan? _____

Notes
