



401(k) Conversion Checklist

Please provide the following information as part of the take-over process. If you cannot locate the items(s), your prior record keeper or TPA should have them. All signed prior Documents and amendments must be forwarded to BEI prior to the administration of the plan.

DOCUMENTATION:

- The most recently adopted Plan and Trust, including signed Adoption Agreement, and any Amendments to the Plan.
- Most recent Letter of Determination issued by the Internal Revenue Service.
- Summary Plan Description.
- Copy of Fidelity Bond for the Plan (ERISA Bond).
- Investments: Quarterly & annual statements of plan assets.

ADMINISTRATION:

- Forms 5500 and related Schedules for the last two years.
- Last year's computer allocation report detailing name, social security number, date of birth, date of hire, compensation, deferral amounts, employer matching, if any, and profit sharing amounts broken down by fund, showing account balances and indicated vested amount. This would also include the discrimination tests (ADP/ACP). (This report is created by the TPA and/or investment provider.)
- If a quarterly or interim report has been done since the end of last year, a copy of that report, which should include terminated participants who have received additional distributions this year, listing their names, social security numbers, addresses and the amounts distributed. We will also need a listing of terminated employees who have not yet received distributions.
- If applicable, Participant Loans, i.e., promissory notes, amortization schedules, and loan program.

CENSUS DATA:

- Most recent year-end and/or YTD Employee census** including, (1) Name, (2) SS#, (3) Date of Birth, (4) Date of Hire, (5) Date of Termination, Date of Rehire (6) W2 income, (7) Deferral amounts and (8) (+ or -) 500 hours worked by person (BEI will provide an acceptable electronic format for you to use, e.g. Excel file).
- If a company match or Safe Harbor 3% was accrued or deposited throughout the year, please indicate, by person, how much.
- Do you have LTPT (Long Term Part Time) Employees?*

*Defined as people who work at least 500 hours per year, i.e. seasonal, true part-time, interns, etc.