

## PLAN TAKEOVER CHECKLIST

- \_\_\_\_\_ Adoption Agreement
- \_\_\_\_\_ Plan & Trust Document
- \_\_\_\_\_ Summary Plan Description
- \_\_\_\_\_ All Amendments, including:
  - 1) EGTRRA good faith amendment
  - 2) Minimum Distribution
  - 3) Automatic Rollover
  - 4) Final 401(k) Regulations
  - 5) Final 415 Regulations
  - 6) DB: GAR Mortality Table/Pension Funding Equity Act /417(e)(3)
- \_\_\_\_\_ IRS Letter of Determination
- \_\_\_\_\_ Past 3 years 5500 forms and other filed schedules
- \_\_\_\_\_ Last year's administration report including:
  - 1) Valuation with participant balances per source & vesting
  - 2) Compliance test (ADP/ACP, top heavy, minimum coverage)
- \_\_\_\_\_ Loan amortization schedules and promissory notes
- \_\_\_\_\_ Terminated participant 1099 performed by which administrator

### Transfer of assets checklist:

1. Blackout notice to be distributed to employees 30 days prior to asset transfer. NHI may provide a sample, but it is normally given by advisor and fund family receiving assets, as they are in charge of the timing in this process.
2. Assets transferred to new fund family should be accompanied with breakdown per employee and source type (401k, match, etc.). If not, reconciliation to be prepared by old administrator or NHI.