DOCUMENT SET UP QUESTIONAIRE

The following information will be needed to set up the document for your newly adopted qualified plan:

1. Exact Company Name:
   Address:

2. Tax Id #: Date Business Began:

3. Type of Entity (I.E. C-Corp, S-Corp):

4. Telephone #, Fax #:

5. Name At Least Two Trustees:

6. Email Address of one of the Trustees:

7. Plan Contact:

8. Name all owners and their dates of birth:

9. Corporate Tax Year End:

10. Waiting Period To Enter Plan (Usually 1 Year):

11. Plan Entry Dates:

12. Minimum Age (Max. 21):

13. Loan Provision: (Yes or No):

14. Everyone Eligible at Plan Inception?

15. Vesting Schedule For Employer Contributions:

16. Hardship Withdrawal Provision: (Yes or No)

17. Last Day of Plan Year Employment required for Employer Profit Sharing?

18. Please provide my office with the Dates of Birth, Hire, Salary SS# and address on all full time employees (working over 1,000 hrs per year)

19. Is this plan intended to satisfy Safe Harbor? If so which method will be used? (Please realize that Safe Harbor Contributions are 100% vested at all times.)