



PENSION PLAN REQUEST FORM

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Today's Date: _____ Effective Date: _____
Client Name: _____ Client Number: _____
Requested by: _____
Phone#: _____ Fax#: _____
E-mail: _____

Type of Plan:

- 401(k) Simple 401(k) 457
- 403(b) Annuity SIMPLE IRA SEP IRA Other

Plan Administrator Information

Name: _____
Contact: _____
Phone#: _____ Fax#: _____
E-mail address: _____
Plan ID#: _____ Policy ID: _____

Employee Contribution Information

- How is the contribution computed? Percent Fixed Both
- Can there be a "catch-up" contribution? Yes No
- List any earnings types that are excluded from the calculations:

- Does the plan allow for 401(k) loans? Yes No
- How many loans can an employee have open at at once? _____
- Is there a Safe Harbor Match? Yes No
(a match on EE's who are not contributing to the plan)

Employer Contribution Information

- Does the employer match employee contribution? Yes No
- Are employee "catch-up" contributions matched? Yes No
- Do you want the match computed with each payroll? Yes No
- How is the match computed:

- Does the match stop when the employee contributions stop? Yes No
- Are the match calculation using the same earnings as the employee contributions? Yes No
- Show the match on the check stub? Yes No