

# SUNBURST PENSION SERVICES

## CHECKLIST FOR TAKEOVER PLANS

### General Information:

Completed Employer Information Sheet

### Plan Documents:

Current Adoption Agreement

Boiler Plate Plan Document

All Amendments

Participant Loan Policy

Most Recent Letter of Determination

Summary Plan Description

### Trust Reports:

Prior Year Balance Sheet

Prior Year Income Statement

Documentation for All Assets

Loan Amortization Schedules and Promissory Notes

### Valuations:

Prior Year Employee Census Report

Prior Year Contribution Report

Prior Year Account Balance Statement w/ Vesting

Prior Year ADP/ACP Test, as applicable

Prior Year Top Heavy Test

### Government Filings:

Prior Year 5500 Filing, Including All Attachments

### Distribution Forms:

Age 70.5 Election Forms, as applicable

**EMPLOYER INFORMATION:**

Employer Name \_\_\_\_\_ Plan Type \_\_\_\_\_

Officers: _____, Pres	Owners: _____	Percent: _____%
_____ , VP	_____	_____%
_____ , Treas	_____	_____%
_____ , Sec	_____	_____%
_____ , _____	_____	_____%

Date Company Began \_\_\_\_/\_\_\_\_/\_\_\_\_ Legal State of Construction: AZ \_\_\_\_ or \_\_\_\_\_

Employer Year End (month) \_\_\_\_\_ Plan Year End (month) \_\_\_\_\_

Employer Address \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Primary Contact \_\_\_\_\_ E-mail address \_\_\_\_\_

Employer ID# \_\_\_\_\_ - \_\_\_\_\_ Trust ID# \_\_\_\_\_ - \_\_\_\_\_

Plan Trustees \_\_\_\_\_

Type of Entity (C-Corp, S-Corp, LLC, etc) \_\_\_\_\_ 6-Digit Business Code \_\_\_\_\_

Frequency of Payroll: \_\_\_\_ Weekly \_\_\_\_ Bi-Weekly \_\_\_\_ Semi-Monthly \_\_\_\_ Monthly \_\_\_\_ Other \_\_\_\_\_

Control Group or Affiliated Service Group info \_\_\_\_\_

CPA \_\_\_\_\_ CPA Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

CPA Fax Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ CPA Email Address \_\_\_\_\_

CPA Address \_\_\_\_\_

Broker \_\_\_\_\_ Broker Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Broker Fax Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Broker Email Address \_\_\_\_\_

Broker Address \_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_