

Retirement Plan Setup Questionnaire

Company Name:

Internal Use Only

Plan Type <i>(401k, SIMPLE IRA, etc.)</i>		
Plan Custodian		
Plan ID		
Maximum Employee Contribution %		
Minimum Age?		
Are there any earnings that retirement should not be taken on?		
Auto Enroll?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	Initially Defer ____%	

Client #	
Date Received	
Date Processed	

Matching Rules:

Match Type		Match Amount	Notes
Safe Harbor	<input type="checkbox"/>	100% of first 3% contributed by employee 50% of the next 2% contributed by employee	
Flat Amount	<input type="checkbox"/>	\$_____.00 per payroll	
Percentage	<input type="checkbox"/>	____% of the first ____% contributed by employee ____% of the next ____% contributed by employee	



Retirement Plan Setup Questionnaire

Eligibility Rules:

Employee Waiting Period	Employee Eligible Date
___ Days After:	
<input type="checkbox"/> Date Started	<input type="checkbox"/> Immediately, <i>following waiting period</i>
<input type="checkbox"/> Date Hired	<input type="checkbox"/> 1 st of Month, <i>following waiting period</i>
<input type="checkbox"/> Seniority Date	<input type="checkbox"/> 1 st of Quarter, <i>following waiting period</i>
<input type="checkbox"/> Date Rehired	<input type="checkbox"/> 1 st of Year, <i>following waiting period</i>
	<input type="checkbox"/> Calendar Date: ___ - ___ - _____, <i>following waiting period</i>
	<input type="checkbox"/> 1 st Calendar Date of: ___/___ or ___/___ <i>following waiting period</i>
Employer Contribution Waiting Period	Employer Contribution Eligible Date
___ Days After:	
<input type="checkbox"/> Date Started	<input type="checkbox"/> Immediately, <i>following waiting period</i>
<input type="checkbox"/> Date Hired	<input type="checkbox"/> 1 st of Month, <i>following waiting period</i>
<input type="checkbox"/> Seniority Date	<input type="checkbox"/> 1 st of Quarter, <i>following waiting period</i>
<input type="checkbox"/> Date Rehired	<input type="checkbox"/> 1 st of Year, <i>following waiting period</i>
	<input type="checkbox"/> Calendar Date: ___ - ___ - _____, <i>following waiting period</i>
	<input type="checkbox"/> 1 st Calendar Date of: ___/___ or ___/___ <i>following waiting period</i>

<input type="checkbox"/>	Continue Match to Limit if Employee Limit Reached First
<input type="checkbox"/>	Auto Increase Plan Limit for Employees Over Age 50
<input type="checkbox"/>	Will Checkmate be sending payment? If so please provide info:
<input type="checkbox"/>	Will Checkmate be uploading payment? If so please provide info:

