

## Retirement Plan Setup Questionnaire

**Company Name:**

<b>Plan Type</b>	401(k)	Simple 401(k)	457	Roth 401(k)	
	403(b) Annuity	Simple IRA	SEP IRA	Other	
<b>Plan Custodian</b>					
<b>Plan ID</b>					
<b>Maximum Employee Contribution %</b>			<b>Minimum Age?</b>		
<b>Are there any earnings that retirement should not be taken on?</b>					
<b>Roth</b>	No	Yes	<b>Employer Match</b>	No	Yes
<b>Auto Enroll?</b>	No		Yes		
			Initially Defer ____%		

### Matching Rules:

Match Type	Match Amount	Notes
Safe Harbor	100% of first 3% contributed by employee	
Flat Amount	\$_____.00 per payroll	
Percentage	____% of the first ____% contributed by employee ____% of the next ____% contributed by employee	



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### Eligibility Rules:

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

	Auto Increase Plan Limit for Employees Over Age 50 Catch Up
	Checkmate will send payment? If so please provide info: If Yes - Employee & Employer
	Checkmate will be uploading contribution file? If so please provide info: If Yes - Employee & Employer

