

**Retirement Plan Review – Request for Information**

*\*Items 1-4 are required; Items 5&6 would be helpful, Item 7 is based on requested review*

1. Most Recent Quarterly Allocation Report or Annual Valuation (for annually valued plans)
2. Most Recent Investment Statements (if the Plan is Trustee Directed or a managed pool)
3. Copy of Plan Adoption Agreement and/or Plan Document and any amendments
4. Enrollment Kit/Participant Communications, including fund options details
5. Current Plan Fees and Expenses – for all known sources
6. Plan Testing (Included in Annual Allocation Report)
7. Census Information for plan in electronic spreadsheet format 
  - Employee names and Social Security Numbers
  - Ownership – Names and %
  - Compensation
  - Hours
  - DOB
  - Key Employees, High Comps
  - Date of Employment

Key Issues: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact: \_\_\_\_\_

**If you have any questions about the information requested, please contact Ed Proulx at (864) 241-8284 or Sandy Sanders at (843) 284-4209. Thank you for this opportunity.**