American Pensions

Retirement Plan Administration and Consulting

<u>Retirement Plan Review – Request for Information</u>

**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: ____

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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.