TAKEOVER CHECKLIST
401(k) or PROFIT SHARING PLANS

Plan Name: ____

_____ Adoption Agreement

_____ Plan & Trust Document

_____ Summary Plan Description

_____ All Amendments

_____ IRS Opinion or Determination Letter

_____ 5500 forms and other filed schedules for past 3 years

_____ Last year's administration report including:
1) Valuation with participant balances per source & vesting
2) Compliance test (ADP/ACP, top heavy, minimum coverage)

_____ Loan amortization schedules and promissory notes

_____ Terminated participant information for first year of administration (including amounts and dates of any distributions)

_____ ____

_____ ____

<u>Transfer of assets:</u>

1. _Blackout notice to be distributed to employees 30 days prior to asset transfer. NH Hicks can provide a sample, but it is normally given by advisor and investment product receiving assets, as they are in charge of the timing in this process.

2. _Assets transferred to new investment product should be accompanied with breakdown per employee and source type (401(k), match, etc.). If not, reconciliation to be prepared by old administrator or NH Hicks.