

QUALIFIED PENSION CONSULTING INC.
403(B) PLAN CHECKLIST
ELECTIVE DEFERRALS ONLY

Plan Sponsor Information

Sponsoring Employer _____

Street Address _____

City _____ State _____ ZIP Code _____

Telephone # _____ Tax ID # _____ Trust ID # _____

What is the Fiscal Year? | 12-consecutive month period beginning _____ and ending _____
| A 52-53 week year beginning _____ and ending _____

Is there a Short Fiscal Year? | Yes, beginning _____
| No

What Type of Business Entity is the Employer? *(check one)*

- | | |
|-------------------------|-------------------------------------|
| Public School | Partnership |
| C-Corporation | S-Corporation |
| Tax Exempt Organization | Limited Liability Partnership (LLP) |
| Sole Proprietorship | Limited Liability Company (LLC) |
| Other _____ | |

Are there any Additional Adopting Employers?

- | No
- | Yes - if there are additional adopting employers, please attach an Addendum containing information about the the Additional Adopting Employer(s)

Plan Administrator _____

Street Address _____ City _____

State _____ ZIP Code _____ Phone # _____

Who are the Trustees of the Plan?

| Individual Trustees _____

Street Address _____

City _____ State _____ ZIP Code _____

| Corporate Trustee _____

Street Address _____

City _____ State _____ ZIP Code _____

Does the Corporate Trustee have the following investment powers? (check one)

- | **Discretionary Trustee.** The Corporate Trustee has full discretion in investing the assets of the Plan except as otherwise instructed by the Administrator, by the Employer, by an Investment Manager, by another Named Fiduciary, or by a Participant if the Participants are permitted to direct investments.
- | **Directed Trustee.** The Corporate Trustee is only permitted to invest the assets of the Plan as directed by the Administrator, by the Employer, by an Investment Manager, by another Named Fiduciary, or by a Participant if the Participants are permitted to direct investments.

Plan Information

1. What is the Plan Name? _____
_____ Plan # _____

2. What is the Plan's Effective Date(s)?

- | This is a new plan effective _____
- | This is an amended and restated plan effective _____ with an original effective date of _____
- | This is a frozen plan which was frozen _____ and has an original effective date of _____
- | The Plan remains frozen and is being amended and restated effective _____

3. When does the Plan Year begin? _____

- | except for a short Plan Year beginning _____

4. When does the Plan Year end? _____

5. What is the Plan's Anniversary Date?

- | The first day of the plan year
- | The last day of the plan year
- | Other _____

6. What contributions are permitted in this Plan? (check all that apply).

- | Pre-Tax Elective Deferrals (must be checked)
- | Roth Elective Deferrals
- | 403(b) Catch-up Contributions ("special 15 year" catch-up contributions)
- | 414(v) Catch-up Contributions ("age 50" catch-up contributions)
- | Rollover Contributions
- | Transfer Contributions
- | Voluntary Employee Contributions

7. What style of plan document do you want to use for this Plan?

- | Prototype
- | Volume submitter

8. Can an Employee waive participation in the Plan?

- | Yes
- | No

Elective Deferrals

1. Elective Deferrals. Are Elective Deferral Contributions permitted?

- | Yes
- | No

2. Does the term "Eligible Employee" exclude any of the following employees from participating in the Plan for elective deferral purposes? (check all that apply)

- | None – no employees are excluded from participating in this Plan
- | Employees whose maximum elective deferral would not exceed \$200
- | Student employees of an education institution performing services described in Code §3121(b)(10)
- | Employees who work less than 20 hours per week
- | Non-resident aliens
- | Leased Employees (not otherwise excluded by statute)
- | Employees deferring into another 403(b) plan of the Employer
- | Employees of an Affiliated Employer that does not adopt this Plan

3. What are the Minimum Age and Service Requirements for elective deferral contributions? All Eligible Employees will be eligible to enter the Plan as a Participant for Elective Deferral purposes on the applicable Entry Date.

4. What is the Plan's Entry Date for elective deferral purposes? An Eligible Employee who has satisfied the applicable age and service requirements selected above will enter the Plan as a Participant on: (check one)

- | _____ on or after the date the requirements are satisfied. (See note below)
- | The first day of the Plan Year on or after the date the requirements are satisfied. (See note below)
- | The last day of the Plan Year on or after the date the requirements are satisfied. (See note below)
- | The first day of the month on or after the date the requirements are satisfied.
- | The first day of the payroll period on or after the date the requirements are satisfied.
- | The same day the requirements are satisfied.
- | The first day of the 1st or 7th month on or after the date the requirements are satisfied.
- | The last day of the 6th or 12th month on or after the date the requirements are satisfied.
- | The first day of the 1st, 4th, 7th or 10th month on or after the date the requirements are satisfied.
- | The last day of the 3rd, 6th, 9th or 12th month on or after the date the requirements are satisfied.

5. What is the Minimum and Maximum Elective Deferral Contribution?

The minimum permitted Elective Deferral Contribution is _____% (enter zero if no minimum) of Compensation.

The maximum permitted Elective Deferral Contribution is _____% of Compensation.

6. How often can a Participant change his or her Salary Reduction Agreement? (check one)

- | At any time
- | Each pay period
- | Annually on the date established by the Administrator
- | Semi-annually on the date established by the Administrator
- | Quarterly on the date established by the Administrator
- | Monthly on the day established by the Administrator
- | On the date or dates as established by the Administrator

7. Does the Plan provide for Automatic Enrollment?

- | Yes (A separate written Automatic Enrollment Policy can be provided by the Sponsoring Employer.)
- | No

8. If the plan provides for automatic enrollment, what is the amount of the automatic enrollment deferral percentage?

- | A fixed percentage of Compensation equal to _____%
- | A fixed percentage of Compensation equal to _____% which increases _____% per year to a max. of _____%

9. What is the date on which a Participant can begin making Elective Deferrals?

- | The date this Adoption Agreement is signed by the Sponsoring Employer
- | _____ (must be after the date the Sponsoring Employer signs this Adoption Agreement)

10. Can a Participant designate all or a portion of his or her Elective Deferrals as Roth Elective Deferrals?

- | Yes – Roth Elective Deferrals are permitted as of _____ date
- | No

11. How is a Participant’s Compensation determined for Elective Deferral purposes?

(a) Compensation is defined as: (check one)

- | Form W-2 Compensation
- | Code §3401 Compensation
- | Code §415 Safe Harbor Compensation

(b) Elective contributions under Code §125, §132(f)(4), §402(h), §402(e)(3), §403(b), §457(b) and §414(h)(2) will:

- | Be included as Compensation
- | Not be included as Compensation

(c) The Compensation measuring period is the: (check one)

- | Plan Year
- | Fiscal Year ending on or within the Plan Year
- | Calendar year ending on or within the Plan Year

(d) The following categories of remuneration will be excluded as Compensation: (check all that apply)

- | **1) None** (skip to question 2)
- | **2) Compensation received prior to becoming a Participant**
- | **3) Compensation received while an ineligible Employee under question 1(a) above.**
- | **4) Certain fringe benefits which are all items in Regulation §1.414(s)-1(c)(3)**
- | **5) Bonuses**
- | **6) Overtime**
- | **7) Commissions**
- | **8) Other** _____

(e) The amounts excluded under (e)(4) – (7) will only be excluded with respect to the following: (check all that apply)

- | Highly Compensated Employees
- | Other _____

(f) Is Post-Severance Compensation counted as Compensation?

- | Yes
- | No

Catchup Contributions

1. Are Participants permitted to make Code §414(v) “age 50” Catch-Up Contributions?

- | Yes – this election shall apply to contributions made on or after _____. (Enter a date on or after Jan. 1, 2002)
- | No

2. Are Participants with 15 years of service permitted to make Special Code §403(b) Catch-Up Contributions?

- | Yes - this election applies to contributions made on or after _____. (Enter date)
- | No

Rollover Contributions

1. Are rollover contributions permitted?

- | Yes
- | No (*skip to the next section on Voluntary Employee Contributions*)

2. Who can make Rollover Contributions to the Plan? (check one)

- | Any Employee (*including those who are not Eligible Employees*)
- | Any Eligible Employee (*whether a Participant or not*)
- | Any Eligible Employee who has become a Participant for Elective Deferral purposes

3. From which plans will Rollover Contributions be accepted? (check any that apply)

- | Code §401(a) plans
- | Code §403(a) plans
- | Code §403(b) plans
- | Code §408(a) plans
- | Code §408(b) plans
- | Code §457(b) plans

4. Can Rollover Contributions include any of the following? (check all that apply)

- | Roth Elective Deferrals (*only if this Plan permits Roth Elective Deferrals*)
- | Voluntary Employee Contributions
- | Mandatory Employee Contributions
- | Participant loans
- | In kind distributions (other than Participant loans)

5. When can Rollover Contributions be withdrawn from the Plan? (check one)

- | At any time
- | Annually on a date set by the Administrator
- | Semi-annually on dates set by the Administrator
- | Quarterly on dates set by the Administrator
- | Monthly on dates set by the Administrator
- | Only upon termination of employment (*complete question 6 below*)

6. If Rollover Contributions can be withdrawn from the Plan only upon termination of employment, when will the distribution be made? (check one)

- | At any time
- | An administratively reasonable time after the Participant has a 1-year Break in Service
- | An administratively reasonable time after the Participant has _____ (*max. 5*) consecutive 1-year Breaks in Service
- | An administratively reasonable time after the end of the Plan Year in which the Participant terminates employment
- | An administratively reasonable time after the Participant terminates employment
- | An administratively reasonable time after the Participant terminates employment, but not more than _____ days after termination of employment
- | An administratively reasonable time after the Participant terminates employment, but not earlier than _____ days after termination of employment
- | An administratively reasonable time after the next Valuation Date of the Plan
- | An administratively reasonable time after the Participant requests payment
- | An administratively reasonable time after the date the Participant reaches his or her Normal (or Early) Retirement Age under the Plan
- | Annually on a date set by the Administrator
- | Semi-annually on dates set by the Administrator

6. Can Rollover Contributions which are withdrawn from the Plan be redeposited in the Plan?

- | Yes
- | No

Voluntary Employee Contributions

1. **Voluntary Employee Contributions.** Voluntary Employee Contributions are permitted as selected below:

(a) Are Voluntary Employee Contributions permitted?

- | Yes
- | No (*skip to the section on Compensation Definitions*)
- | No but were formerly permitted (*skip to the section on Compensation Definitions*)

(b) Voluntary Employee Contributions can be made to the Plan by: (*check one*)

- | Any Eligible Employee who has become a Participant for Elective Deferral purposes
- | Other: _____

(c) Minimum and Maximum Contribution.

The minimum permitted Voluntary Employee Contribution is _____% (*enter zero if no minimum*) of Compensation.

The maximum permitted contribution is _____% of Compensation.

Voluntary Employee Contributions can be made by a Participant

- | annually
- | monthly
- | each payroll period

(d) Voluntary Employee Contributions can be withdrawn from the Plan: (*check one*)

- | At any time
- | Annually on a date set by the Administrator
- | Semi-annually on dates set by the Administrator
- | Quarterly on dates set by the Administrator
- | Monthly on dates set by the Administrator
- | Only upon termination of employment and at the time selected in Section 15.5(f) of the Adoption Agreement

2. **How is a Participant's Compensation for purposes of Voluntary Employee Contributions determined?**

(a) Compensation is defined as: (*check one*)

- | Form W-2 Compensation
- | Code §3401 Compensation
- | Code §415 Safe Harbor Compensation

(b) Deferrals under Code §125, §132(f)(4), §401(k), §402(h), §403(b), §457(b) and §414(h)(2) will: (*check one*)

- | Be included as Compensation
- | Not be included as Compensation

(c) The Compensation measuring period is the: (*check one*)

- | Plan Year
- | Fiscal Year ending on or within the Plan Year
- | Calendar year ending on or within the Plan Year

(d) The following categories of remuneration will not be counted as Compensation: (*check all that apply*)

- | **1)** Compensation received prior to becoming a Participant
 - | **2)** Compensation received while an ineligible Employee for Elective Deferral purposes
 - | **3)** All items in Regulation §1.414(s)-1(c)(3) (*i.e., expense allowances, fringe benefit, moving expenses, etc.*)
 - | **4)** Bonuses
 - | **5)** Overtime
 - | **6)** Commissions
 - | **7)** Other _____
-

- (e) | The amounts excluded under (d)(4) – (7) will only be excluded with respect to the following: *(check all that apply)*
- | Highly Compensated Employees
 - | Other _____
- (f) Is Post-Severance Compensation counted as Compensation for purposes of Voluntary Employee Contributions?
- | Yes
 - | No

Compensation Definitions

1. What is the Compensation used by the Plan for any applicable Code §415 Limitation Determinations?

- | Form W-2 Compensation
- | Code §3401 Compensation
- | Code §415 Safe Harbor Compensation
- | Code §415 Statutory Compensation

2. Does Code §415(c)(3) Compensation include Deemed Code §125 Compensation?

- | Yes
- | No

3. In applying the limitations under Code §415, what is the Limitation Year?

- | Plan Year
- | The Fiscal Year ending on or within the Plan Year
- | The calendar year ending on or within the Plan Year

Allocation of Earnings and Losses

- | **Elective Deferral Accounts.** Investment earnings and losses on non-segregated Elective Deferral Accounts will be allocated in accordance with the provisions selected below. *(check one)*

- | On a daily valuation basis as determined by the Administrator
- | On a time weighted basis as determined by the Administrator
- | On the beginning Account balance unadjusted for any contributions and withdrawals since the prior Valuation Date
- | On the beginning Account balance adjusted for contributions and withdrawals since the prior Valuation Date
- | Other _____

- | **Rollover Contributions.** Investment earnings and losses on non-segregated Rollover Accounts will be allocated in accordance with the provisions selected below. *(check one)*

- | On a daily valuation basis as determined by the Administrator
- | On a time weighted basis as determined by the Administrator
- | On the beginning Account balance unadjusted for any contributions and withdrawals since the prior Valuation Date
- | On the beginning Account balance adjusted for contributions and withdrawals since the prior Valuation Date
- | Other _____

- | **Voluntary Employee Contributions.** Investment earnings and losses on non-segregated Voluntary Employee Contribution Accounts will be allocated in accordance with the provisions below. *(check one)*

- | On a daily valuation basis as determined by the Administrator
- | On a time weighted basis as determined by the Administrator
- | On the beginning Account balance unadjusted for any contributions and withdrawals since the prior Valuation Date
- | On the beginning Account balance adjusted for contributions and withdrawals since the prior Valuation Date
- | Other _____

Normal and Early Retirement Age

1. What is the Plan's Normal Retirement Age?

- | Attainment of Age _____ (max. 65)
- | The later of Age _____ (max. 65) and
the | first | second | third | fourth | fifth anniversary of becoming a Participant in the Plan
- | The later of Age _____ (max. 65) and
the | one | two | three | four | five years of service with the Sponsoring Employer, Affiliated Employer, or
Other employer if credit is given above for service with another employer. The service requirement is deemed satisfied on:
 - | the actual date service is completed
 - | the first day of the year in which service is completed
- | The sum of Age and Years of Participation which equals _____, but in no event later than the later of age 65 or the 5th
anniversary of participation.
- | The sum of Age and Years of Service which equals _____, but in no event later than the later of age 65 or the 5th
anniversary of participation.

2. What is the Plan's Normal Retirement Date? (check one)

- | The Anniversary Date following the date a Participant reaches Normal Retirement Age
- | The Anniversary Date nearest the date a Participant reaches Normal Retirement Age
- | The first day of the month following the date a Participant reaches Normal Retirement Age
- | The first day of the month nearest the date a Participant reaches Normal Retirement Age
- | The last day of the month following the date a Participant reaches Normal Retirement Age
- | The last day of the month nearest the date a Participant reaches Normal Retirement Age
- | The same date a Participant reaches Normal Retirement Age

3. What is the Plan's Early Retirement Age?

- | Not applicable - Early Retirement is not permitted (*skip to the next Section on Distribution Provisions*)
- | Permitted and the Plan's Early Retirement Age is Age _____ (max. 64)
- | Permitted and the Plan's Early Retirement Age is the later of Age _____ or the date the Participant is credited with
at least _____ Year(s) / Period(s) of Service.
- | Permitted and the Plan's Early Retirement Age is the later of Age _____ or the date the Participant is credited with
at least _____ Year(s) / Period(s) of Participation.
- | Permitted provided the sum of age and Years of Service equals _____.
- | Permitted provided the sum of age and Years of Participant equals _____.

4. What is the Plan's Early Retirement Date? (check one)

- | Any Anniversary Date after a Participant reaches Early Retirement Age
- | The first day of any month after a Participant reaches Early Retirement Age
- | Any date after a Participant reaches Early Retirement Age

Distribution Provisions

1. **What is the Normal Form of Distribution for Distributions Other Than Death or Disability Benefits?** The benefit payable to a Participant who terminates employment with the Employer for reasons other than death or Disability, including terminating because of retirement on or after his or her Normal (or Early) Retirement Date, will be distributed in the manner selected below:

- (a) | Lump Sum Payment
- (b) | Installment Payments

- (c) | **Optional Forms of Distribution** *(check all that apply)*
- | No Optional Forms of Distribution are permitted *(skip to question 2 below)*
 - | Installment payments
 - | Partial payments as requested from time to time by the Participant
 - | Any form of annuity which can be purchased from an insurance company *(subject to the QJSA rules)*
- (d) | **Qualified Joint and Survivor Annuity** | and Optional Forms of Distribution are: *(check all that apply)*
- | A lump sum payment
 - | Installment payments
 - | Partial payments as requested from time to time by the Participant
 - | Any other form of annuity which can be purchased from an insurance company
- (e) **Time of Distribution.** Distribution of benefits payable to a Participant who terminates employment with the Employer for reasons other than death or Disability, including terminating because of retirement on or after his or her Normal (or Early) Retirement Date, will be distributed within an administratively reasonable time after: *(check one)*
- | The Participant has a 1-year Break in Service
 - | The Participant has _____ *(max. 5)* consecutive 1-year Breaks in Service
 - | The end of the Plan Year in which the Participant terminates employment
 - | The Participant terminates employment
 - | The Participant terminates employment, but not more than _____ days after termination of employment
 - | The Participant terminates employment, but not earlier than _____ days after termination of employment
 - | The next Valuation Date of the Plan
 - | The Participant requests payment
 - | The date the Participant reaches his or her Normal (or Early) Retirement Age under the Plan

2. What is the Normal Form of Distribution of Benefits Because of Disability? With respect to a Participant who terminates employment because of his or her Disability, distribution will be made according to the provisions selected below.

- (a) | **Lump Sum Payment**
- (b) | **Installment Payments**
- (c) | **Optional Forms of Distribution** *(check all that apply)*
- | No Optional Forms of Distribution are permitted *(skip to question 2(e) regarding Time of Distribution)*
 - | Installment payments
 - | Partial payments as requested from time to time by the Participant
 - | Any form of annuity which can be purchased from an insurance company *(subject to the QJSA rules)*
- (d) | **Qualified Joint and Survivor Annuity** *(check all that apply)*
- | A lump sum payment
 - | Installment payments
 - | Partial payments as requested from time to time by the Participant
 - | Any other form of annuity which can be purchased from an insurance company
- (e) **Time of Distribution.** Distribution of a Disability Benefit will be made within an administratively reasonable time after: *(check one)*
- | The Participant has a 1-year Break in Service
 - | The Participant has _____ *(max. 5)* consecutive 1-year Breaks in Service
 - | The end of the Plan Year in which the Participant terminates employment
 - | The Participant terminates employment
 - | The Participant terminates employment, but not more than _____ days after termination of employment
 - | The Participant terminates employment, but not earlier than _____ days after termination of employment
 - | The next Valuation Date of the Plan
 - | The Participant requests payment
 - | The date the Participant reaches his or her Normal (or Early) Retirement Age under the Plan

- (f) **Definition of Disability.** A Participant will be considered to have suffered a Disability for Plan purposes if the Participant suffers a mental or physical impairment while still an Employee which: *(check all that apply)*
- | In the opinion of a physician acceptable to the Administrator, totally and permanently prevents the Participant from engaging in any occupation for pay or profit.
 - | In the opinion of a physician acceptable to the Administrator, totally and permanently prevents the Participant from performing customary and usual duties for the Employer
 - | In the opinion of the Social Security Administration, qualifies the Participant for disability benefits under the Social Security Act in effect on the date the Participant suffers the mental or physical impairment.
 - | In the opinion of the insurance company, qualifies the Participant for benefits under an Employer-sponsored long-term disability plan which is administered by an independent third party.
- (g) | **Exceptions.** Notwithstanding (b) above, a Participant will not be considered to have suffered a Disability for purposes of the Plan if the mental or physical impairment is the result of: *(check all that apply)*
- | The illegal drugs or intoxicants
 - | An intentionally self-inflicted injury or sickness
 - | An injury suffered as a result of an unlawful or criminal act by the Participant
 - | None of the above

3. What is the Normal Form of Distribution of Benefits Upon Death?

- (a) | **Lump Sum Payment**
- (b) | **Installment Payments**
- (c) | **Optional Forms of Distribution** *(check all that apply)*
- | No Optional Forms of Distribution are permitted *(skip to question 4 below)*
 - | Installment payments
 - | Partial payments as requested from time to time by the Participant
 - | Any form of annuity which can be purchased from an insurance company *(subject to the QJSA rules)*
- (d) | **Qualified Joint and Survivor Annuity** *(check all that apply)*
- | A lump sum payment
 - | Installment payments
 - | Partial payments as requested from time to time by the Participant
 - | Any other form of annuity which can be purchased from an insurance company

Note: If Qualified Joint and Survivor Annuity is checked, any death benefit payable to the surviving Spouse of a deceased Participant will be distributed as a Qualified Pre-Retirement Survivor Annuity unless the QPSA has been waived by the Participant. Any death benefit payable to a non-Spouse Beneficiary (or any death benefit payable to a surviving Spouse where the QPSA has been waived) will be distributed in the form of distribution selected above in (a), (b), or (c).

- (e) **What is the value of the QPSA?** If question 3(d) is checked, the value of a QPSA is:
- | 50% of the deceased Participant's Vested Aggregate Account
 - | 100% of the deceased Participant's Vested Aggregate Account
- (f) **If the Participant did not waive the QPSA prior to his or her death, is the deceased Participant's surviving Spouse permitted to waive the QPSA after the Participant's death?**
- | Yes
 - | No
- (g) **Time of Distribution.** Distribution of the benefits payable under the Plan due to Death will be made: *(check one)*
- | By the end of the fifth (5th) year for all Beneficiaries
 - | No later than the 60th day following the end of the Plan Year in which the Participant dies through extended payments for all beneficiaries as provided for in the Basic Plan Document
 - | By the end of the fifth (5th) year for all non-Spouse Beneficiaries and allow extended payments as provided for in the Basic Plan Document only if the Participant's Spouse is the Participant's sole primary Beneficiary.

4. Mandatory Cash-Outs. Subject to Section 5.5 of the Basic Plan Document, the Administrator will distribute the Aggregate Account balance of a terminated Participant without his or her consent based on the threshold selected below:

(a) **Cash-Out Threshold.** The dollar threshold for mandatory cash-outs is *(check one)*

- | \$5,000 including Rollover Contributions
- | \$5,000 excluding Rollover Contributions
- | \$1,000 including Rollover Contributions
- | \$_____ *(less than \$5,000 but more than \$1,000)* including Rollover Contributions
- | \$_____ *(less than \$1,000)* including Rollover Contributions

(b) | **Use of Rollover Contributions.** If Rollover Contributions are excluded in (a), the election applies to distributions made on or after _____ *(the date cannot be earlier than January 1, 2002)* with respect to Participants who separated from service on or after _____ *(the date can be earlier than January 1, 2002)*.

5. Are In-Service Distributions permitted?

- | Yes, permitted for all Participants while he or she is still employed by the Employer as selected below
- | Yes, permitted for only Participants who are NHCEs while he or she is still employed by the Employer as selected below
- | No *(skip to question 7 on Financial Hardship Distributions)*

(a) | **Distributions to Participants Still Employed After Normal Retirement Age.** A Participant who has reached Normal Retirement Age but has not terminated employment with the Employer can withdraw all or any portion of his or her Vested Aggregate Account balance.

(b) | **Distributions to Participants Still Employed Before Normal Retirement Age.** A Participant who has not reached Normal Retirement Age, has not terminated employment with the Employer, and who has reached Age _____ *(at least 59½)* can withdraw all or any portion of his or her Elective Deferrals.

6. Are Financial Hardship Distributions permitted?

- | No
- | Yes

7. When are benefits payable pursuant to a Qualified Domestic Relations Order (QDRO) distributed?

- | Such benefits cannot be distributed until the affected Participant has reached the Earliest Retirement Age
- | Such benefits can be distributed at any time (even if the affected Participant has not yet reached the Earliest Retirement Age)

8. Required Minimum Distributions. In applying the required minimum distribution requirements set forth in Section 5.9 of the Basic Plan Document, the following provisions will apply:

(a) **What is the Required Beginning Date for Participants who are not 5% owners?** *(check one)*

- | Age 70½
- | The later of Age 70½ or actual retirement

(b) **Required Distributions After Death.** If a Participant dies before distributions are required to begin and there is a designated beneficiary, Section 5.9 of the Basic Plan Document requires that a Participant's entire interest be distributed to the designated beneficiary by December 31st of the calendar year containing the 5th anniversary of the Participant's death. Is the designated beneficiary permitted to elect the life expectancy method?

- | Yes
- | No

(c) **Effective Date.** The required minimum distribution rules apply to distributions made on or after January 1, 2003. Do the required minimum distribution rules apply to distributions made on or after January 1, 2002?

- | Yes, and the date is _____ *(the date must be on or after January 1, 2002)*.
- | No

Loans and Investments

1. Does the Plan permit loans to Participants?

- | Yes *(complete the Loan Addendum at the end of this checklist. A separate written Loan Policy can be utilized in place of the Loan Addendum.)*
- | No

2. Can the Plan invest the portion of a Participant's Account not invested in a Custodial Account in life insurance?

- | Yes
- | No

3. How are investments in a Participant's Aggregate account directed?

- | 100% trustee directed *(skip to next section on Miscellaneous Elections)*
- | 100% participant directed

4. If Participants are permitted to direct their investments, which of the following account balances are they permitted to direct the investments of?

- | Pre-Tax Elective Deferrals
- | Roth Elective Deferrals
- | 403(b) Catch-up Contributions
- | 414(v) Catch-up Contributions
- | Rollover Contributions
- | Transfer Accounts
- | Voluntary Employee Contributions

Miscellaneous Elections

1. Is a Calendar Year Election being made for the purposes of determining who is a Highly Compensated Employee (HCE)?

- | Yes *(complete the Loan Addendum at the end of this checklist. A separate written Loan Policy can be provided by the Employer.)*
- | No

2. Is the Top Paid Group Election being made for the purpose of determining who is a Highly Compensated Employee (HCE)?

- | Yes *(complete the Loan Addendum at the end of this checklist. A separate written Loan Policy can be provided by the Employer.)*
- | No

3. Are any expenses incurred for the benefit of a specific Participant charged directly to his or her account?

- | Yes *(complete the Expense Addendum at the end of this checklist. A separate written Expense Policy can be provided by the Employer.)*
- | No

Loan Addendum

1. Who can borrow from the plan? *(check all that apply)*

- | Active Participants who are still employees
- | Terminated participants with an undistributed benefit
- | Beneficiaries with an undistributed death benefit

2. Is there a minimum allowable loan amount?

- | No
- | Yes - \$ _____ *(max. \$1,000)*

3. Is there a maximum allowable loan amount that is less than the statutory maximum amount of \$50,000?

- | No
- | Yes - \$ _____ *(max. \$49,999)*

4. Does the Plan use the \$10,000 / \$20,000 alternative maximum benefit?

- | No
- | Yes

5. Are loans permitted for reasons of financial hardship?

- | No
- | Yes

7. Are loans permitted for residential mortgages?

- | No
- | Yes

8. What is the initial interest rate on loans?

- | The prime rate
- | The prime rate plus _____ %
- | The local bank lending rate
- | The local bank lending rate plus _____ %
- | A nominal rate of _____ %
- | Determined by the Administrator at the time of the loan

9. How are loans to be repaid?

- | By payroll deductions only
- | By payroll deduction or directly
- | By direct repayment only

10. Is early repayment permitted?

- | No
- | Yes, but only if the loan is repaid in full
- | Yes, as either a partial or full repayment

11. How are loans treated at the termination of employment?

- | The entire balance is due
- | Repayments can continue until the loan is repaid in full
- | Repayments can continue for 1 year after termination
- | Repayments can continue for 2 years after termination

12. Are repayments suspended during a leave of absence?

- | No
- | Yes

13. When is a loan considered to be in default?

- | After one missed payment
- | After two missed payments
- | As of the last day of the cure period

14. How many loans can a participant have outstanding at any point in time?

- | One
- | Two
- | Three

15. Can an existing loan be refinanced?

- | No
- | Yes – loans can be refinanced:
 - | at any time
 - | only when the new interest rate would be lower

16. What is the fee to process a participant loan?

- | No fee
- | Pass through of a third-party charge
- | Other - \$ _____

17. What is the fee to maintain a Participant loan?

- | No fee
- | Pass through of a third-party charge
- | Other - \$ _____

Expense Addendum

1. What is the fee to process distribution forms?

- | No fee
- | Pass through of third-party charge
- | Other - \$ _____

2. What is the fee to calculate a lump sum benefit?

- | No fee
- | Pass through of third-party charge
- | Other - \$ _____

3. What is the fee to calculate an installment benefit?

- | No fee
- | Pass through of third-party charge
- | Other - \$ _____

4. What is the fee to calculate an annuity benefit?

- | No fee
- | Pass through of third-party charge
- | Other - \$ _____

5. What is the fee to process a hardship distribution?

- | Not applicable – hardship distributions are not permitted
- | No fee
- | Pass through of third-party charge
- | Other - \$ _____

6. What is the fee to process an in-service distribution?

- | Not applicable – in-service distributions are not permitted
- | No fee
- | Pass through of third-party charge
- | Other - \$ _____

7. What is the fee to process a required minimum distribution?

- | No fee
- | Pass through of third-party charge
- | Other - \$ _____

8. What is the fee to process a Qualified Domestic Relations Order (QDRO)?

- | No fee
- | Pass through of third-party charge
- | Other - \$ _____

9. What is the fee to establish an IRA for a missing participant?

- | No fee
- | Pass through of third-party charge
- | Other - \$ _____

10. What is the annual fee to maintain an undistributed account?

- | No fee
- | Pass through of third-party charge
- | Other - \$ _____

11. What is the annual fee to use the directed account option?

- | No fee
- | Pass through of third-party charge
- | Other - \$ _____