

Plan Takeover Checklist



**CAPITAL RETIREMENT
PLAN SERVICES, INC**
PLAN DESIGN, CONSULTING, ADMINISTRATION

COMPANY INFORMATION

Company Name:	
Plan Name(s):	
Address:	
Telephone Number:	
Email Address:	

Checklist

<input type="checkbox"/>	Plan Documents	
<input type="checkbox"/>		Adoption Agreement (Prototype)
<input type="checkbox"/>		Plan and Trust (Prototype, Volume Submitter, Individually Designed)
<input type="checkbox"/>	Amendments and Restatements	
<input type="checkbox"/>	Summary Plan Description	
<input type="checkbox"/>	IRS Determination Letter	
<input type="checkbox"/>	Annual Valuations (Prior 2 years)	
<input type="checkbox"/>		Compliance Testing Reports
<input type="checkbox"/>		Top Heavy Testing
<input type="checkbox"/>		Participant Account Balance Statements
<input type="checkbox"/>	Complete Employee Census	
<input type="checkbox"/>	Participant Loan Information	
<input type="checkbox"/>		Documents (Promissory Notes, Irrevocable Pledge Assignments)
<input type="checkbox"/>		Repayment Schedules
<input type="checkbox"/>	Fidelity Bond	

