



SPRING CITY PARTNERS

Where Wall Street Knowledge Meets Main Street Values

EMPLOYER RETIREMENT PLAN SURVEY

About the Company

Plan Sponsor Name _____

Legal Name (if different) _____

Company Address _____

Primary Contact (authorized signer) _____

Phone _____

Email _____

Company Address _____

Trustee(s) _____

Title of person interviewed _____

Who is the ultimate decision-maker? _____

Current Business Advisor _____

CPA/Auditor _____

About the Business

- Corporation
- Partnership (LLC, LLP)
- Subchapter-S Corporation
- Governmental
- Non-profit
- Other (specify)

Business Entity Date _____

State Business is Domiciled _____

If Incorporated, which State? _____

Business Fiscal Year Calendar Other-Dates: _____

EIN _____

Do Any Principals Own, Control or Manage any other Business? Yes No

(If Yes, Please Complete Controlled Group Questionnaire Form)

Number of W-2 Employees _____

Leased Employees? Yes No If yes, how many? _____

Part-Time Employees? Yes No If yes, how many? _____

Payroll Provider/Frequency _____

About the Owners, Officers, Directors and Family Members

List all Principals/Shareholders (5% or greater ownership)

Names of Principals/Shareholders	Ownership %	Family Member
1.		
2.		
3.		
4.		
Names of Family Members Related to Shareholders	Ownership %	Relationship
1.		
2.		
3.		
4.		
Names of Corporate Officers/Directors	Title	Family Member
1.		
2.		
3.		
4.		

About the Plan Goals

What are the primary goals for your retirement plan (rank in order, from 1-5)?

- _____ Attract and retain key employees.
- _____ Provide an opportunity for employees to save for their own retirement.
- _____ Maximize retirement benefits for owners and other key employees.
- _____ Reduce your business/personal tax liability.
- _____ Minimize business expenditures on the plan.

How much money are you willing to commit to the plan to achieve Plan goals? (*Dollar amount or percentage of payroll*) _____

About the Plan

What type of plan do you have or like to have?

- Profit Sharing Only
- 401(k)
- Safe Harbor 401(k)
- New Comparability/Cross Tested
- Defined Benefit
- Prevailing Wage
- SEP/SIMPLE

About the Plan (continued)

Plan Year End _____

What is the total value of the plan's assets (as of date)? _____

How many employees are eligible? _____

How many employees are participating? _____

How many participants have a balance in the plan? _____

What total amount is contributed to the plan each year? _____

Do you make employer contributions? Describe _____

What features does your retirement plan utilize to target contributions to key employees? _____

Are you, as an employer, satisfied with the amount you and your key employees in relation to all employees can put into the plan? Yes No

Do you use auto-enrollment? Yes No

Does your plan offer deferral increase campaigns to encourage participants to save more for their retirement? Yes No

About the Plan's Performance and Investments

Name of Current Plan Advisor? _____

Name of Current Investment Platform? _____

Who chooses the investments for the plan? _____

Do you receive regular performance updates? Yes No If yes, how often? _____

Do you have an Investment policy Statement? Yes No

Who reviews and monitors your investments? _____

Does your Advisor recognize their Fiduciary Status to the plan in writing? Yes No

How many investments are offered by the plan? _____

Do you have a Guaranteed/Stable Value Account? Yes No

If so, does it have a Market Value Adjustment? Yes No

Do you offer Target Date Funds? Yes No

Does the plan offer a guaranteed retirement income option? Yes No

If no, would you be interested in one? Yes No

Does the plan offer individual self-directed brokerage accounts? Yes No

What is your current Default Investment Option? _____

How many participants are in the Default Investment Option? _____

About the Plan's Performance and Investments (continued)

How would you rate the investment knowledge of plan participants?

Elementary % _____

Average % _____

Sophisticated % _____

About the Plan Administration

Current Recordkeeping Platform _____

Current TPA (if applicable) _____

Are you satisfied with your current plan administration? Yes No

What fees do you directly pay (i.e. recordkeeping, trusteeship, compliance, document services)? _____

Do you consider the fees you pay to be reasonable? Yes No

Do you have confidence in the guidance you are receiving from your service providers?

Explain: _____

How much time do you and your staff spend on operating your retirement plan?

Have you had issues with payroll contributions? Yes No

Do you offer loans? Yes No

Do you permit withdrawals for hardship? Yes No

Do you have more than one location? Yes No

If yes, will your data be remitted on the same date? Yes No

What is the employee contribution frequency? _____

When would you anticipate making changes to your plan? _____

About Communicating with Participants

Who is responsible for the education/communication program for participants and newly eligible employees? _____

Who provides participant education? _____

About Communicating with Participants (continued)

Do you believe participants are satisfied with the communication and education they receive? Yes No

Do you believe participants receive sufficient information to make sound investment decisions? Yes No

How frequently do participants receive statements?

- Monthly
- Quarterly
- Semi-annually
- Other (specify)

Can participants access account information by telephone? Yes No

Can participants access account information on-line? Yes No

About Client expectations

What are the strengths of your current provider?

If you could improve anything about your plan, what would that be?

Have you transferred from another provider before? If so, what went well during the conversion process and what could have been handled better?

Documents to Request:

- 408(b)2 Disclosure Statement
- 404(a)5 Disclosure Statement
- Summary Plan Description and/or Adoption Agreement
- Current Valuation (Summary Report)
- Most Recent 5500
- Service Provider Contract(s)
- Employee Census

Advisor: