PENSION STRATEGIES, LLC
QUALIFIED PLAN DESIGN & ADMINISTRATION

Take Over Kit

We are pleased you have chosen Pension Strategies for your future plan administration. To take over the plan administration we will need up-to-date information. We want to make this step easy for you; below you will find a basic list of essential documents and their descriptions which will need to be provided for administration work to begin.

The following list of information will assist us in completing the administration of your retirement plan:

1.) Form 5500 for the prior year. If possible it would also be helpful to have additional prior years.

2.) Annual Valuation and Employee census files for the prior year. It would also be helpful to have additional prior years. This information is usually included in the reports prepared by your prior administration firm.

3.) Plan document book (including plan amendments, determination letter and SPD).

4.) Participant loan paperwork including Promissory Notes and Amortization for all outstanding participant loans.

5.) Current year information to prepare the year end administration (if available). This includes employee census and plan asset information. You may use any format you desire. For your convenience we will also provide you with a Data Request packet at the close of your plan year.

6.) Please inform your prior administrator that you will no longer be in need of their services. If you would like us to provide a letter for this purpose, please let us know.

Please send these records to:

Pension Strategies, LLC
2141 E. Highland Avenue, Suite 180,
Phoenix, AZ 85016.

We will be happy to send a runner to your office to pick them up. We will also be happy to copy your records and then return your originals. To make these arrangements, please call (602) 957-7101x 0.