



Kicking off the year with an Annual Retirement Plan Review? Check out this Checklist! Let us help you evaluate the health of your plan.



Download our complimentary Annual Retirement Plan Review checklist to evaluate the overall health of your retirement plan!



#FinanciallyFit  
#retirement #401k  
#EmployerTips

## RETIREMENT PLAN REVIEW QUESTIONNAIRE

An annual retirement plan review is an opportunity to evaluate the overall health of your plan. Tracking key demographics such as participation and deferral rates can help shine light on opportunities for the plan and demonstrate prudent oversight. File this with other plan documents in your fiduciary file.

KEY QUESTIONS	Response		
What is the objective of your company's retirement plan?			
What is the plan's average deferral rate?			
		Participation Rate (%)	Deferral (%)
What percentage of employees are contributing and at what percentage deferral?			
50 years old and Over			
40 to 50 years old			
30 to 40 years old			
Below 30 years old			
Do you think your employees are on track to reach their retirement goals?			
If we sat down a year from now, how would you like this information to change?			
		Participation Rate (%)	Deferral (%)
What percentage of employees are contributing and at what percentage deferral?			
50 years old and Over			
40 to 50 years old			
30 to 40 years old			
Below 30 years old			
Looking Ahead			
What are the plan goals for the upcoming year?			



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This information was developed as a general guide to educate plan sponsors and is not intended as authoritative guidance or tax/legal advice. Each plan has unique requirements and you should consult your attorney or tax advisor for guidance on your specific situation.