

*Thank you for considering Pushkin & Pushkin, Inc. as your source for employee benefit plan management.  
In order to customize a plan proposal for your business, please complete the following.*

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**Basic Information**

Company name \_\_\_\_\_

Home office address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Contact name (1): \_\_\_\_\_

Contact name (2): \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Number of employees: \_\_\_\_\_ Payroll Provider: \_\_\_\_\_

Does the company have multiple locations?  Yes  No

If so, list locations: \_\_\_\_\_

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Type of business

Corporation

Partnership

Government agency

S-Corporation

Sole Proprietorship

Not for profit

What is your primary goal for your retirement plan?

Create a tax strategy for the business

Provide a benefit to employees

Enable business owners to maximize retirement savings

Other: \_\_\_\_\_

Attract and retain the best possible workforce

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## Basic Information (cont.)

How many owners and employees with at least 5% ownership are there at your company? \_\_\_\_\_

Are there any employees that you would like to exclude from participation?

None       Union       Part-time (works under 1,000 hours)       Other \_\_\_\_\_

Ideally, who should be able to make contributions to the new plan:

Employer only       Employees only through payroll deduction       Both employer and employees

Do you want to offer a company match?       Yes       No

What types of investment options would you like to include in the plan menu: (check all that apply)

Target date funds       Stable value investments  
 Growth investments       Annuities  
 Growth-and-income investments       Company stock  
 Equity-income investments       (other) \_\_\_\_\_  
 Balanced investments       (other) \_\_\_\_\_  
 Bond/fixed income funds       (other) \_\_\_\_\_  
 Cash-equivalent investments

How would you prefer plan fees/expenses to be paid?

Costs covered by employer (can claim as tax deductions)       Investment expenses to cover plan fees  
 Costs spread among participant accounts       (other) \_\_\_\_\_

How important are the following:

One point of contact for service and assistance       Participant loan option  
 Ability to work with a third-party administrator that specializes in recordkeeping and administration       After-tax Roth contribution option  
 Employee education       Auto-enrollment/auto-escalation feature  
       Fiduciary service feature

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