

*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.*

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: _____

Type of business

Corporation

Partnership

Government agency

S-Corporation

Sole Proprietorship

Not for profit

What type of retirement plan is currently in place?

401(k)

403(b)

SIMPLE IRA

Defined benefit

Profit-sharing

457

SEP IRA

Other: _____

Basic Information (cont.)

What do you like best about your current plan? _____

Where is your current plan falling short? _____

What is/are the goal(s) for the plan? *(check any/all that apply)*

- Create a tax strategy for the business (e.g., tax deduction) Enable business owners to maximize retirement savings
- Enable employees to save for retirement Other: _____
- Offer competitive benefit to attract/retain employees

What is the total value of plan assets? _____ as of: _____

From participant contributions? _____ Employer match? _____

Employer contributions? (profit-sharing, cash balance, SEP, etc.) _____ Other contributions? _____

How many employees are eligible to participate? _____ How many are currently participating? _____

Please provide the following:

- Plan documents including Adoption Agreement and any amendments 408(b)(2) service provider fee disclosure report(s) for plan sponsors
- Most recent plan review documentation 404(a)(5) participant fee disclosure report

Service Providers

Who provides/manages:

- Investments (brokerage firm, bank, etc.): _____
- Fiduciary services (investment selection/monitoring, etc.): _____
- Plan recordkeeping (third-party administrator, vendor, etc.): _____
- Plan administration (testing, tax reporting, etc.): _____
- Trustee services (corporate trustee, self-trusteed): _____
- Employee guidance/advice/education: _____
- Plan document: _____

Plan Design

- Does the current plan include a Roth option? Yes No
- Does the current plan have automatic enrollment? Yes No
- Does the current plan have automatic escalation? Yes No
- Does the current plan include a participant loan feature? Yes No
- Does the current plan offer fiduciary services or assistance? Yes No

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Social Security Number	Full Name of Employee	Gender (M/F)	Date of Birth (mm/dd/yyyy)	Date of Hire (mm/dd/yyyy)	Number of Hours Worked Per Week	Compensation	Ownership Percentage (%)