Compliance Checklist

	RETIREMENT PLAN COMPLIANCE CHECKLIST	Documented by [FIRM NAME]	Documented by Plan Provider	Documented by Plan Sponsor	Not Applicable
	404(A) INVESTMENT DUE DILIGENCE				
1.	Communications materials are available to allow participants to make informed decisions		✓		
2.	Communications materials have been disseminated to employees on a regular and periodic basis				
3.	Fund prospectuses (for mutual funds) or fact sheets (for separate accounts) available		✓		
4.	Fund prospectuses and/or fact sheets disseminated to employees				
5.	Group employee enrollment and investment education meetings offered to employees				
6.	Individual investment advice available to plan participants	✓			
7.	Minutes of plan trustee meeting documented and held on file by plan sponsor (see sample meeting minutes agenda)	✓			
8.	ADV form provided to plan sponsor and interested plan participants [401(k) Advisors documents only if registered investment advisory services are being provided]				✓
	PLAN-RELATED DOCUMENTS				
9.	If there have been any plan design changes since the most recent version of the SPD and plan document and amendments were completed, a new SPD/SMM and/or plan document has been completed				
10.	Summary plan description and summaries of any material modifications to the plan prepared				
11.	Summary plan description and summaries of any material modifications to the plan delivered (hard copy or electronically) to all employees				
12.	Do you respond within 30 days to all written participant inquiries for copies of plan documentation and information				
	MISCELLANEOUS FIDUCIARY ISSUES				
13.	Update payroll system to reflect Internal Revenue Code deferral and catch up limits				
14.	The employer sponsors another qualified plan for themselves and/or any member of their controlled group				
15.	Verify that the plan assets have not been used to pay expenses that were not authorized in the plan document				
16.	You have been made aware of the DOL guidelines for plan deposits	✓			
17.	You have made plan deposits of participants contributions within the guidelines prescribed by the DOL				
18.	If the plan sponsor (company) has acquired another organization that is now part of the plan sponsor's controlled group, this entity has been added to the plan, or excluded from the plan by (document) design and passes coverage testing				

Compliance Checklist (continued)

	RETIREMENT PLAN COMPLIANCE CHECKLIST	Documented by [FIRM NAME]	Documented by Plan Provider	Documented by Plan Sponsor	Not Applicable
19.	The annual 5500 has been prepared, signed by a plan trustee, and filed with the IRS				
20.	5558 filed (only necessary for late filing of the 5500)				
21.	Summary Annual Report completed and distributed to employees				
22.	The annual ADP and ACP (401(k) and 401(m)) tests have been completed, and if failed, excess contributions and interest have been returned to plan participants				
23.	The annual top heavy (416) test has been completed				

	CORRECTIVE ACTIONS (FOR ITEMS THAT DO NOT HAVE A CHECK MARK IN ONE OF THE COLUMNS)				
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

This list represents some of the common and important plan compliance issues; however, it does not represent the entire list of plan compliance-related responsibilities.