Plan Setup Checklist

GATHER THIS INFORMATION BEFORE STARTING PLAN SETUP.

Create your account.

- Email for account creation
- Startup or takeover?
- If takeover, what is the match provision?
- Number of employees
- Name of company
- Your partner code

Provide company details.

- Company EIN
- Entity type
- Ownership: control group?
- NAICS code
- Trustee contact info
- Payroll provider & frequency

Make plan design decisions.

- Upload existing document (if takeover)
- Plan start date
- Service requirements
- Auto-enrollment
- Vesting schedule
- Employer contributions
- Select a plan type: SH basic, enhanced, QACA or traditional

Upload employee details.

Provide a census of employee info.

- First and last name
- Social security numbers
- Employment start date
- Email address
- Phone number
- Birth date
- Ownership %
- Years worked 1000 hours
- Prior year compensation

Sign the documents.

Review and sign documents, and congratulations! You’ve completed the setup of your 401(k) plan. Notifications will go out to all eligible employees within 40 days of the plan start date.