



Plan Transfer Form

PREPARE FOR A SMOOTH ONBOARDING PROCESS

To help move your 401(k) plan from your prior provider to 401GO, use this form to gather the required information.

1: ACCOUNT INFO

Legal company name			
Contact name & phone			
Company address			
Changes to provisions Eligibility, contributions, etc.			
Number of employees: All W2 employees, even part-time		Number of participants: If transfer plan	

2: COMPANY INFO

Company EIN	
NAICS Lookup at naics.com	
Entity type LLC, S-Corp, C-Corp, etc.	
If LLC, how taxed	
Payroll provider	
Payroll frequency	
First payroll date After plan start date	
Name of trustee Business owner	
Trustee phone	
Trustee email	
State	
Fiscal year end	

Company ownership: Is there a control group?

Yes No



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Upload existing adoption agreement:
(If transfer plan) Uploaded N/A

Current provider name	
Current plan name	
Current provider contact info: name, email, and phone number	
Plan ID or contract number	
Total assets in current plan	
How many outstanding loans	

Plan type:

SH Basic SH Enhanced SH QACA SH Non-elective Traditional

Upload employee census:
(Census template provided) Uploaded N/A