



# 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		Name of trustee Business owner	
NAICS Lookup at <a href="https://naics.com">naics.com</a>		Trustee phone	
Entity type LLC, S-Corp, C-Corp, etc.		Trustee email	
If LLC, how taxed		State	
Payroll provider		Fiscal year end	
Payroll frequency		Company ownership: Is there a control group? <input type="checkbox"/> Yes <input type="checkbox"/> No	
First payroll date After plan start date			



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## 3: PLAN DESIGN (CONVERSION)

Upload existing adoption agreement:  
(If transfer plan)

☐

Uploaded

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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)

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Uploaded

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N/A