



Plan Design Checklist

Eligibility

(select one of each)

Age: ☐ 21 ☐ 18 ☐ Other (cannot be greater than age 21) _____

Service: ☐ 1 year ☐ 6 months ☐ 3 months ☐ Immediate Eligibility
☐ Other (cannot be greater than 1 year) _____

Entry Dates: ☐ Semiannual ☐ Quarterly ☐ Monthly ☐ Immediate
☐ Other _____

Contributions

(check all that apply)

☐ 401(k) Deferrals ☐ Roth Deferrals ☐ Profit Sharing ☐ Employer Matching

Safe Harbor: ☐ 3% Non-elective ☐ 4% Basic Match ☐ 3.5% Enhanced Match ☐ 4% Enhanced Match

Safe Harbor Contribution will be deposited: ☐ N/A ☐ Per Pay Period ☐ Annually

Automatic Enrollment: ☐ QACA ☐ EACA
Initial Percentage _____ Annual Increase _____ Highest Percentage of Increase _____

Participants can modify their contribution at any time: ☐ Yes ☐ No
If no, when can they make changes? _____

Requirement to receive a Profit Sharing or Employer Matching Contribution (if applicable):
☐ None ☐ 1,000 hours of service during the year ☐ Employed on the last day of the year

Vesting
☐ 2/20 ☐ 2 year cliff ☐ 3-year cliff ☐ Other _____

☐ Exclude service before age 18 ☐ Exclude service before the plan is in effect

Distributions

(check all that apply)

☐ In-service at age 59 ½ ☐ In Plan Roth Conversions ☐ Hardship Distributions

☐ Other _____

Participants may rollover funds from other retirement accounts into this plan: ☐ Yes ☐ No

Participant loans are permitted: ☐ Yes ☐ No
Number of Outstanding Loans at one time: ☐ 1 ☐ 2 ☐ Other _____
Interest Rate: ☐ Prime + 2% ☐ Other _____