

DB/CB Takeover List

1. Complete the set of **signed** documents and **all** amendments
 - If the plan is aggregated for testing, we need documents and amendments for both plans
2. Form 5500s for the past two years
 - This is to include ALL Schedules, including Schedule SB with ALL Attachments
3. Trust Accounting for past two years
 - This is to include dates and amounts of all contributions and distributions
4. Compensation History
 - This should go back to the inception of the plan plus two years. If possible, we would like all years of employment for all participants to include those active now and those who have come and gone. If it's a PBGC plan, we will eventually need this data anyway. Also, if the plan is audited by the IRS, DOL, or PBGC, we will need this data. Best to get it up front. The last two years of data must be on an Excel sheet.
 - If there are Schedule Cs or K-1s, we will need copies of same plus a determination of "plan compensation" for all years - even years when the DB plan didn't exist.
5. Actuarial Valuations for the past two years
 - This should be the complete valuation to include determination of Funding Target, Cushion, Target Normal Cost, Benefits, Vesting, etc.
6. All aggregated plan testing
 - For a combo plan, include 401(a)(26), 410(b) and 401(a)(4) testing.
 - For a stand-alone safe harbor DB plan, we would only need 401(a)(26) and 410(b) testing.
7. Participant Statements for the past two years
8. RMD Calculations, if any
9. PBGC forms and Annual Funding Notice for past two years, if applicable
10. Information about any prior DB plans
 - To include the final two valuations, and the final two years 5500 with all Schedules.
11. Copies of any Determination Letter filings and the resulting Determination Letters

Note: Once we receive the above data, it might very well cause us to ask for more. Only after we have reviewed the data and made a determination as to whether or not we can match what was done will we be in a position to advise as to whether or not the takeover should proceed.