



Information Needed to Quote Existing PEO

Plan Document

- Copy of Master Plan Document
- Sample of existing Adoption Agreement
- Name and phone number of attorney drafting your document
- Copy of your Determination Letter

Valuation Report

- Census number of participating employees
- Number of employees with account balances
- Current number of adopting employers
- Current total plan assets
- Current monthly deposits to fund

Government Forms

- Form 5500 and applicable schedules, for last plan year (schedule T's not required)

Loans

- Number of outstanding loans

Historical Information

- Current fund carrier (if know current wrap fees and average expense fees to fund, any CDS charges that may still apply)
- Current third party administrator (TPA) (copy of there service agreement, current participant fees and asset based wrap fees, fee schedule for other services, ie: loans, distribution, take over plan, QUDRO's, etc.)
- Current record keeper (copy of your current contract with carrier)