



Kicking off the year with an Annual Retirement Plan Review? Check out this Checklist! Let us help you evaluate the health of your plan.



Download our complimentary Annual Retirement Plan Review checklist to evaluate the overall health of your retirement plan!



#FinanciallyFit  
#retirement #401k  
#EmployerTips

## RETIREMENT PLAN REVIEW QUESTIONNAIRE

An annual retirement plan review is an opportunity to evaluate the overall health of your plan. Tracking key demographics such as participation and deferral rates can help shine light on opportunities for the plan and demonstrate prudent oversight. File this with other plan documents in your fiduciary file.

Key Questions	Response	
What is the objective of your company's retirement plan?		
What percentage of your eligible employees contribute to the plan?		
What is the plan's average deferral rate?		
	Participation Rate (%)	Deferral (%)
What percentage of employees are contributing and at what percentage deferral?		
50 years old and Over		
40 to 50 years old		
30 to 40 years old		
Below 30 years old		
Do you think your employees are on track to reach their retirement goals?		
If we sat down a year from now, how would you like this information to change?		
	Participation Rate (%)	Deferral (%)
What percentage of employees are contributing and at what percentage deferral?		
50 years old and Over		
40 to 50 years old		
30 to 40 years old		
Below 30 years old		
Looking Ahead		
What are the plan goals for upcoming year?		
What is a reasonable timeline to establish to try and reach those goals?		



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