



# Your 20 Minute 401(k) Check Up™

*An Independent Exam to Assess and Improve the  
Health of Your 401(k) Plan  
and  
Reduce Plan Sponsor Liability*

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# *Your 401(k) Check Up™*

## *7 Questions to help you diagnose the health of your 401(k) Plan:*

- 1) In light of the changing legal and regulatory environment, how closely are you reviewing the expense structure and any revenue-sharing taking place inside your plan? How do your investment expenses compare to other plans of your size and is your advisory fee competitive?
- 2) What strategies are utilized to increase employee participation and salary deferral rates and how does your plan compare to your peers?
- 3) How important is maximizing the salary deferrals of the Highly-Compensated Employees (HCEs)?

# *Your 401(k) Check Up™ continued*

## *7 Questions you need to ask to diagnose the health of your 401(k) Plan (continued):*

- 4) What are your independent due diligence procedures to select investments, monitor for diversification/overlap, analyze performance, and update your Investment Policy Statement?
- 5) How much time does your Office Manager or H.R. Director spend administering the plan?
- 6) How comprehensive is your annual Fiduciary Review in measuring your plan's compliance?
- 7) What type of education and communication programs will benefit your participants and increase employee satisfaction?



## *Your 401(k) Check Up<sup>TM</sup> Promotes:*

- Compliance with increasing government regulations
- Protections for the plan's fiduciaries
- Lower administrative and investment costs
- Higher contribution limits for highly-compensated executives
- Increased participation and deferral rates
- Increased communication and improved employee awareness
- Structured fiduciary reviews, a custom plan design, and an analysis of your plan versus your peers.



## *Your 401(k) Check Up™ Next Steps:*

- To complete your 401(k) Check Up™, please provide:*
  - A 408(b)2 Fee Disclosure Document  
Or a recent Current Asset Statement
  - A Summary Plan Description

**We will examine your plan's health and deliver our assessment within three business days.**



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