

TRUSTED PENSION ADMINISTRATORS

Trusted Pension Administrators offers a Personal Retirement Plan solution that allows "Owner Only" businesses to establish and take advantage of the tax laws related to qualified 401(k)/profit sharing or defined benefit retirement plans.

These advantages include:

- Personal investment options that is **impartial** and **flexible**.
- Personally defer up to **\$15,000** (2006) of taxable income for retirement. Owners older than age 50 can defer an additional **\$5,000** (2006).
- Personally receive a contribution from the business of up to **25%** of taxable compensation (profit sharing) or greater (defined benefit). This contribution is treated as a business expense.
- Personally obtain a **tax-free loan** up to 50% of account balance not to exceed \$50,000.
- Personally **roll in** previous deferred tax accounts for consolidated investments and loan eligibility.

"Owners" include 5% or greater shareholders, partners and sole proprietors, their spouses, children & parents that are employed by the sponsoring business. Employers of common law employees must monitor eligibility requirements to retain this type of plan.

Trusted Pension Administrators is a regionally based Third Party Administrator (TPA) to company sponsored qualified retirement plans. Our Personal Retirement Plan Services include producing proper legal plan documents, monitor on-going plan activity for compliance issues & law changes, complete the annual Department of Labor (DOL) testing and notice requirements and prepare the Internal Revenue Service (IRS) tax form 5500 or 5500EZ.

Even though the tax form 5500 is not required for plans with no employees with less than \$100,000 in assets, Trusted Pension Administrators performs this service to start the statute of limitations on the plan assets with the IRS. In addition, the \$100,000 benchmark aggregates all rollover assets & all assets from other qualified plans sponsored by the employer.

Fee Schedule:	<u>401(k)/Profit Sharing</u>	<u>401(k)/Defined Benefit</u>
▪ One Time Installation	\$150 + \$25 per owner	\$1,450 + \$50 per owner
▪ Annual Administration Fees	\$350 + \$50 per participant	\$2,000 + \$100 per owner
	▪ Both the installation and annual fees are due in the first plan year for each plan established	
▪ Distributions	\$40/per	\$250/per
▪ Loans	\$40/per	\$250/per

We look forward to providing you outstanding service that is timely, accurate and respectful of your expectations. Please contact us @ (877) 736-6767 for more information.

Plan Installation Questionnaire

The following information is used to create your legal Plan Document that is customized based on your needs and goals.

I. General Information:

▪ **Legal Company Name:** _____

• dba: _____

▪ **Physical Address:** _____

City: _____ State: _____ Zip: _____

▪ **Mailing Address:** _____

City: _____ State: _____ Zip: _____

▪ **Phone:** _____ **Fax:** _____

▪ **EIN or Social Security #:** _____

▪ **SIC Code (6 digit)** _____ **Fiscal Year End:** _____

▪ **Type of Business:** C Corp S Corp Partnership Sole Proprietorship
Nonprofit LLC filing as a C Corp S Corp Partnership

▪ **Date of Incorporation or business began:** _____

▪ **Primary Contact:** _____

Title: _____

Email: _____

▪ **Accountant:** _____ **Phone:** _____

▪ **Ownership** – Do the owner(s) of this Company have any ownership interest in any other Company? Yes No If Yes, please describe: _____

• Is this Company the member of a **Controlled Group of Businesses or Affiliated Service Group?** Yes No

▪ **General**

- Does this Company sponsor any other qualified retirement plans in addition to this one?
Yes No If Yes, please describe: _____
- Does the Company employ any non-owner employees or leased employees?
Yes No

▪ **Financial Representative:** _____

Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

II. Plan Design:

1. **Plan Name:** _____

2. **Effective Date:** _____ **Plan Year End:** _____

3. **Eligibility:**

- Age Requirement (age 21 max): 21 18 None Other _____
- Service Requirement (1 yr. max): 1 yr. 6 mos. None Other _____

4. **Defined Contribution Employee Elective Deferral Contributions - 401(k):**

- Will pre-tax elective deferrals be permitted under this Plan? Yes No
- Will Roth (post-tax) elective deferrals be permitted under this Plan? Yes No

5. **Employer Contributions:**

- Will an Employer defined contribution profit sharing contribution be permitted under this plan?
Yes No

OR

- Will an Employer defined benefit contribution be permitted under this plan?
Yes No
- If yes, what is your expected contribution amount? \$ _____

6. Owners Census Data Information:

Name	SS#	DOB	DOH	*Annual Comp.	Ownership%
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* Entity Type	Plan Compensation
C-corp.	W-2 Income
S-corp.	W-2 Income (not schedule K1)
Sole Prop.	Schedule C net income – ½ self employment tax - contribution
Partnership/LLP	Schedule K1 net income – ½ self employment tax - contribution
LLC	Based on the elected taxed method above

III. Signature

By signing this form and submitting a check for the quoted setup fees, you are accepting the proposed services & fees and are authorizing Trusted Pension Administrators to begin the Installation Process.

Name: _____ Title: _____

Signature: _____ Date: _____

Please mail the completed Plan Installation Questionnaire and a check for the setup fees to:

Trusted Pension Administrators

5115 North Dysart Road
Suite 202 #439
Litchfield Park, AZ 85340

Notes:

- If the business is unincorporated, a salary deferral election specifying the amount intended to be deferred must be completed by the plan year-end.
- If the business is incorporated, a salary deferral election specifying the amount intended to be deferred must be completed before compensation is paid. This means the business owner must have some form of compensation such as regular salary, bonuses or commissions that they have not received prior to signing the salary deferral election form but will receive by the last day of their fiscal year.
- Employer contributions must be deposited into the plan's trust no later than the due date of the company's tax return including extensions.