Dedicated DB
Part of FUTUREPLAN by ASCENSUS.

PRIOR DB PLAN WITH DISTRIBUTION

$225 "Special Services" fee

Items Needed

- ☐ Amount of distribution $ _____
- ☐ Date distribution paid _____/ _____/_____
- ☐ Actuarial valuation (last valuation before distribution)

The following items are needed, but should be on the actuarial valuation provided:

1) **Actuarial equivalence** (interest, mortality table)
2) **417(e) segmented interest rates**
3) **Normal retirement age** (as defined in the prior plan document)
4) **Average comp** (upon distribution); **accrued benefit** (last valuation before distribution)

NOTE TO SALES: After documents reviewed, offset computation completed, and estimated contribution provided to sales, sales discusses and collects **$225 fee "special services" on PSA Note. This fee is addition to normal set up fee(s).**

TAKEOVER CHECKLIST - DEFINED BENEFIT PLANS

$750 Takeover Fee

The following only applies if DDB is taking over an existing Defined Benefit plan. DDB's acceptance of a takeover Defined Benefit plan is contingent on the receipt and review of the following information.

Documents

- ☐ The current EGTRRA-compliant plan and trust document, signed and dated
- ☐ The most recent IRS determination letter or prototype IRS opinion letter. This is usually to be found filed alongside the plan and trust documents
- ☐ Any signed plan amendments adopted after the EGTRRA restatement
- ☐ All previously amended plan and trust documents, back to the latest determination letter; or, if no determination letter is available, all previously amended documents back to the original document

Administrative Reports

DDB needs the following information for the prior two plan year (for example, if DDB is taking over your plan for the plan year ending 12/31/23, then we would need the following information for the plan years ending 12/31/22 and 12/31/21). If the information for prior plan year are not yet available, please immediately provide information for the most recent plan year available, and provide the reports for the prior plan year as soon as they are available.

- ☐ "5500" Tax return, including all schedules
- ☐ Annual plan summary, with accrued benefits for each employee (current and projected benefits for each employee), if not reflected on the actuarial report
- ☐ Historical employee census information (including past compensation history and hours worked)
- ☐ Participant loans, copies of the promissory note and loan repayment schedule (amortization schedule) for each loan
- ☐ Account statements for the trust investments (e.g., a brokerage account statement) for the latest plan year end and previous the plan year if prior year trust accounting is not provided with valuation
- ☐ Dates and amounts of distributions occurring over the last five years that are not reflected in the annual actuarial report
- ☐ If PBGC covered: need the annual funding notice and have online access to PBGC.gov