

Qualified Plans Division

HOW WELL ARE YOU FULFILLING YOUR RESPONSIBILITIES?

Managing all that is required to run an effective and compliant employer-sponsored plan takes a thorough understanding of what is required and a commitment to getting it done right.

As an employer, you can take steps to help ensure your plan is successful. Answer the following questions to see how well you are fulfilling your responsibilities as a plan sponsor.

Name: _____ Date: _____

1. Have you put in place a process to comply with the recently enacted 408(b)2 disclosures ? Yes No Not Sure
2. Do you have your plan's goals and objectives formally documented? Yes No Not Sure
3. Do you have a formal Investment Policy Statement *and* is it referenced during plan reviews? Yes No Not Sure
4. Do you formally review your plan investments against appropriate benchmarks at least annually? Yes No Not Sure
5. Do you know how the provisions (features, match, etc.) in your plan compare to industry averages? Yes No Not Sure
6. Do you know what your plan's expenses are *and* how they compare with industry averages? Yes No Not Sure
7. Do you measure the effectiveness of your education program each year? Yes No Not Sure
8. Are you happy with the level of participation *and* contribution rates by employees on your plan? Yes No Not Sure
9. Have you checked with your employees to see how well they understand the plan features *and* what information they need to make better investment decisions? Yes No Not Sure
10. Do you have a documented method for keeping informed of changes that could affect your plan? Yes No Not Sure
11. Do you know who is considered a fiduciary on your plan *and* have they acknowledged their status in writing? Yes No Not Sure
12. Do you know what criteria to use for replacing an investment within your plan? Yes No Not Sure
13. Do you know what are considered 'prohibited practices'? Yes No Not Sure
14. Do you document the minutes of your retirement plan committee meetings? Yes No Not Sure

12-14 Points = A

You have taken the steps necessary to help ensure your plan is being managed in a manner consistent with the regulations outlined by ERISA.
Great Job!

9-11 Points = B

You have completed several steps towards meeting the responsibilities of running a compliant retirement plan. Complete the remaining steps to help ensure plan success.

5-8 Points = C

Understanding what is required and taking steps to meet those obligations is a move in the right direction. You should now implement a policy to meet ERISA's requirements.

0-4 Points = D

There may be serious liability issues in the way your plan is being managed and you should take additional steps now to meet your fiduciary obligations.

Total Your Score—Give Yourself:

1 Point for every YES Answer:

TOTAL _____

(0 Points for NO or NOT SURE)