

Moran & Associates, Inc.

RETIREMENT PLAN CONSULTANTS

INSTRUCTIONS FOR COMPLETING EMPLOYEE CENSUS REQUEST PLAN YEAR ENDING _____

In order to determine which employees are eligible to participate in your retirement plan, please complete the data request according to the following specifications.

INFORMATION MUST BE PROVIDED IN ELECTRONIC FORMAT IF YOU HAVE MORE THAN 10 EMPLOYEES UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE. ADDITIONAL FEES WILL BE INCURRED FOR MANUAL DATA ENTRY OF EMPLOYEE CENSUS INFORMATION.

1. Provide social security number for all employees (manual data reporters may send copies of W-2's).
2. Verify the previous year information reported for each employee and complete all missing information.
3. Provide full data on each employee who worked for you during the year: date of birth, date of hire, date of termination and number of hours for which the employee was paid (1000+, <1000 and <500 can be used where applicable).
4. Indicate any working members of the same family with an "F". (If more than one family, please use F1, F2, etc.)
5. W2 Compensation is compensation **BEFORE** reduction for 401(k) or cafeteria plan deposits and generally includes all other taxable fringe benefits unless explicitly excluded under your plan. For Sole-Proprietorships or Partnerships, please provide a copy of your Schedule C or K1.
6. Provide 401(k) salary deferral and cafeteria plan amounts in separate columns.
7. If an employee has been re-hired during the year, please note the re-hire date and the original hire date and termination date.
8. If applicable, please identify all company owners (with percent of business ownership) and any company officers ("O") who are not owners.

**** PLEASE NOTE THAT THE IRS REQUIRES NON-SAFE HARBOR 401(k) PLANS TO PASS CERTAIN COMPLIANCE TESTS WITHIN TWO AND ONE HALF MONTHS AFTER THE PLAN YEAR END TO AVOID PENALTIES AND INTEREST. PLEASE PROVIDE COMPLETE CENSUS DATA AT LEAST 4 WEEKS PRIOR TO THIS DEADLINE TO ALLOW US AMPLE TIME TO PERFORM THESE TESTS.**

Thank you for your assistance. If you have any questions, please call our office or e-mail your inquiries to custservice@moranassociates.com

