



PEO Name: _____ Date: _____
Company Name: _____ Rep (if applicable): _____
Tax ID (EIN): _____ Client Number (if known): _____
Company Address: _____

Primary 401(k) Contact: _____ Email: _____
Phone Number: _____ Fax Number: _____

Corporation Type: ☐ C Corp ☐ Partnership ☐ LLC ☐ 501(c) 3 Non-Profit ☐ S Corp ☐ Sole Proprietorship

Date of your company's incorporation: _____ *Please report any future ownership changes to Slavic401k immediately.*

Total number of employees: _____ Number of employees over 21: _____

Number of part-time employees: _____ Gross annual payroll (opt.): _____

Does your payroll include owners? ☐ Yes ☐ No Will any owners participate in the plan? ☐ Yes ☐ No

Did your company have a 401(k) plan during the prior year? ☐ Yes ☐ No

• If so, was the plan top-heavy? ☐ Yes ☐ No

Does your company have an existing retirement savings plan? ☐ Yes ☐ No

Identify all company owners (total percentage must equal 100%):

| | | | |
|-------|---------|-------|---------|
| _____ | _____ % | _____ | _____ % |
| _____ | _____ % | _____ | _____ % |
| _____ | _____ % | _____ | _____ % |

Identify all employees who are relatives of individuals who own more than 5% of the company:

| Name: | Relationship: |
|-------|---------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Identify employees who were paid in excess of \$130,000 in 2020:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Identify company officers and titles:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Qualifying questions for client company owner or officer:

Do any owners, spouses, or minor children own part of any other business with employees? ☐ Yes ☐ No

Is your company a subsidiary of any other company? ☐ Yes ☐ No

Is your company part of a controlled group of companies? ☐ Yes ☐ No

Does the company have a plan it wants to merge? ☐ Yes ☐ No

Name of person completing checklist

Company Owner/Officer/Trustee Signature

Title of person completing checklist

Email Address