



FIDUCIARY COMPLIANCE CHECKLIST

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COMPLETE THIS CHECKLIST TO DOCUMENT THE STEPS YOU ARE TAKING TO FULFILL YOUR FIDUCIARY OBLIGATIONS AND TO FURTHER UNDERSTAND YOUR RESPONSIBILITIES UNDER ERISA.

1. Do you have signed agreements with all service providers that outline responsibilities, fees, and service standards? Not Sure Yes No
2. Have all investment fiduciaries been identified, and have they acknowledged their status and responsibilities in writing? Not Sure Yes No
3. Are investments managed in accordance with applicable laws, trust documents, and written investment policy statements? Not Sure Yes No
4. Has a formal Investment Policy Statement been adopted? Not Sure Yes No
5. Has the Investment Policy Statement been signed by all plan fiduciaries acknowledging their intention to manage the plan in accordance with the guidelines set forth? Yes No
Not Sure
6. Does the IPS define monitoring criteria for investment options and service vendors? Not Sure Yes No
7. Does the IPS define procedures for controlling and accounting for investment expenses? Not Sure Yes No
8. Are there periodic reports which compare investment performance against an appropriate index, peer group, and IPS objectives? Not Sure Yes No
9. Are there guidelines outlined in the IPS for the replacement or removal of an investment from the plan? Not Sure Yes No
10. Are all plan fees reviewed and documented regularly? Not Sure Yes No
11. Does your plan have an up-to-date summary plan description and have you distributed the SPD to participants at the times required by law? Not Sure Yes No

SAMPLE



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12. Do the plan committee and other fiduciaries meet at least annually and keep well documented minutes of those meetings? Not Sure Yes No
13. Is your plan covered by a fidelity bond of at least 10% of plan assets (up to \$500,000), and does the bond cover plan fiduciaries as well as other employees or third parties that handle or have access to plan assets? Not Sure Yes No
14. Does your plan provide employee enrollment programs explaining the importance of participation in the plan, saving for retirement, and investment basics? Not Sure Yes No
15. Does your plan intend to be 404(c) compliant? Not Sure Yes No
16. Have you informed participants of this and given them the information required by ERISA? Not Sure Yes No
17. Are your plans fees reasonable for similar size plans with similar features? Yes No
Not Sure
18. Do you have a documented process to demonstrate that your plan is in compliance with ERISA requirements? Not Sure Yes No
19. Does your plan provide a track ongoing employee investment education? Yes No
Not Sure
20. Has the plan engaged in any financial transaction with persons related to the plan or any plan official? (For example, has the plan made a loan to or participated in an investment with the employer?) Not Sure Yes No
21. Have plan assets been used to pay expenses that were not authorized in the plan document, were not necessary to the proper administration of the plan, or were more than reasonable in amount? Not Sure Yes No