



## Retirement Plan Advisor Interview Worksheet

### Gather the Information You'll Need for a New Retirement Plan Client.

Once you've identified a prospective client, engage the plan sponsor in a discussion that will help you understand their plan and the changes that may better meet their needs.

This worksheet provides additional questions to ask that will enable you to prepare for point-of-sale with a customized proposal.

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#### Basic Prospect Information

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Company name \_\_\_\_\_

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Home office address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

Plan sponsor's name: \_\_\_\_\_ Your name: \_\_\_\_\_

Title: \_\_\_\_\_ Firm: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

☐ Takeover plan (see the questions on pages 2 & 3)

☐ Start-up plan (see the questions on page 4)

Number of employees: \_\_\_\_\_ Payroll provider: \_\_\_\_\_

Does the company have multiple locations?

☐ Yes ☐ No

If so, list locations: \_\_\_\_\_

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Type of business

☐ Corporation

☐ Partnership

☐ Government agency

☐ S-Corporation

☐ Sole Proprietorship

☐ Not for profit

**Once you've completed this worksheet, contact your MAP Retirement Plan Sales Team.**

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Investments are not FDIC-insured, nor are they deposits of or guaranteed by a bank or any other entity, so they may lose value. Investors should carefully consider investment objectives, risks, charges and expenses. This and other important information is contained in the fund prospectuses and summary prospectuses, which can be obtained from a financial professional and should be read carefully before investing.

# Questions to Ask About a Takeover Plan

What type of retirement plan is currently in place?

401(k)

403(b)

SIMPLE IRA

Defined benefit

Money Purchase

Profit-sharing only

457

SEP IRA

Cash Balance DB

Other

What do you like best about your current plan? \_\_\_\_\_

Where is your current plan falling short? \_\_\_\_\_

What is/are the goal(s) for the plan? *(check any/all that apply)*

☐ Create a tax strategy for the business (e.g., tax deduction)

☐ Enable business owners to maximize retirement savings

☐ Enable employees to save for retirement

☐ Other: \_\_\_\_\_

☐ Offer competitive benefit to attract/retain employees

What is the total value of the plan's assets? \_\_\_\_\_ as of \_\_\_\_/\_\_\_\_/\_\_\_\_

From participant contributions? \_\_\_\_\_ Employer match? \_\_\_\_\_

Employer contributions? (profit-sharing, cash balance, SEP, etc.) \_\_\_\_\_ Total contributions? \_\_\_\_\_

How many employees are eligible to participate? \_\_\_\_\_ How many are currently participating? \_\_\_\_\_

## IMPORTANT: Ask for a copy of the plan's most recent:

☐ Plan review documentation – from current recordkeeper and/or investment provider

☐ 408(b)(2) service provider fee disclosure report(s) for plan sponsors

☐ 404(a)(5) participant fee disclosure report

☐ Current Plan Adoption Agreement

☐ Current company census file (format may be provided by MAP)

For more complex plans, additional information may be needed. Your MAP Retirement Plan Sales Team will guide you in these instances.

## Plan Design

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| • Does the current plan include a Roth option? _____  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Does the current plan have automatic enrollment? _____                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Does the current plan have automatic escalation? _____                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Does the current plan include a participant loan feature? _____                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Does the current plan offer fiduciary services or assistance? _____                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Has your plan had corrective distributions? _____   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Has your plan failed testing in the past? _____   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Would the owners like to save more money? _____   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Would the owners like to pay less current business tax? _____                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Do you have any key employees that are critical to your but not highly compensated? _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Do you have highly compensated employees that are not key employees? _____                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## Service Providers

Who provides/manages:

- Investments (brokerage firm, bank, etc.): \_\_\_\_\_
- Fiduciary services (investment selection/monitoring, etc.): \_\_\_\_\_
- Plan recordkeeping (third-party administrator, vendor, etc.): \_\_\_\_\_

- Plan administration (testing, tax reporting, etc.): \_\_\_\_\_
  - Trustee services (corporate trustee, self -trusteed): \_\_\_\_\_
  - Employee guidance/advice/education: \_\_\_\_\_
  - Plan document: \_\_\_\_\_
  - Actuarial work: \_\_\_\_\_
  - Payroll and Contribution Submission: \_\_\_\_\_
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## Investments

Do you currently have a written Investment Policy Statement (IPS)? ☐ Yes ☐ No

How many investment options are included in your plan menu? \_\_\_\_\_

Would you say that your current plan:

- ☐ Offers the right number of investment options
- ☐ Offers too many investment options
- ☐ Offers not enough investment options

Are there any types of investments — not currently offered in the plan — that you'd like to have added to your plan menu?

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What types of investment options are included in the plan menu: *(check all that apply)*

- |  |   |
|--|---|
| <input type="checkbox"/> Target date funds             | <input type="checkbox"/> Stable value investments |
| <input type="checkbox"/> Growth investments            | <input type="checkbox"/> Annuities                |
| <input type="checkbox"/> Growth-and-income investments | <input type="checkbox"/> Company stock            |
| <input type="checkbox"/> Equity-income investments     | <input type="checkbox"/> (other) _____            |
| <input type="checkbox"/> Balanced investments          | <input type="checkbox"/> (other) _____            |
| <input type="checkbox"/> Bond/fixed income funds       | <input type="checkbox"/> (other) _____            |
| <input type="checkbox"/> Cash-equivalent investments   |   |

Does the plan have a Qualified Default Investment Alternative (QDIA)? ☐ Yes ☐ No

If so, what is it? \_\_\_\_\_

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## Plan Costs

How would you prefer plan fees/expenses to be paid?

- ☐ Costs covered by employer (can claim as tax deductions)
  - ☐ Costs spread among participant accounts
  - ☐ Investment expenses to cover plan fees
  - ☐ (other) \_\_\_\_\_
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## Plan Participant Experience

Do you believe your participants are satisfied with your current plan? ☐ Yes ☐ No

Why? \_\_\_\_\_

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Is the participant communications and education component of the plan meeting your expectations?

- ☐ Yes ☐ No

Do you believe your participants would say they receive the information they need to invest with confidence in your plan?

- ☐ Yes ☐ No

Does your current plan enable participants to connect to information about the plan and their accounts?

- ☐ By phone ☐ Via a plan participant website

# Questions to Ask About a New/Start-up Plan

What is your primary goal for your retirement plan?

- ☐ Create a tax strategy for the business
- ☐ Enable business owners to maximize retirement savings
- ☐ Attract and retain the best possible workforce
- ☐ Provide a benefit to employees
- ☐ Other: \_\_\_\_\_

How many owners and employees with at least 5% ownership are there at your company?

Are there any employees that you would like to exclude from participation?

- ☐ None
- ☐ Union
- ☐ Part-time
- ☐ Other \_\_\_\_\_

Ideally, who should be able to make contributions to the new plan:

- ☐ Employer only
- ☐ Employees only through payroll deduction
- ☐ Both employer and employees

Do you want to offer a company match? ☐ Yes ☐ No

What types of investment options would you like to include in the plan menu: (check all that apply)

- ☐ Target date funds
- ☐ Growth investments
- ☐ Growth-and-income investments
- ☐ Equity-income investments
- ☐ Balanced investments
- ☐ Bond/fixed income funds
- ☐ Cash-equivalent investments
- ☐ Stable value investments
- ☐ Annuities
- ☐ Company stock
- ☐ (other) \_\_\_\_\_
- ☐ (other) \_\_\_\_\_
- ☐ (other) \_\_\_\_\_

How would you prefer plan fees/expenses to be paid?

- ☐ Costs covered by employer (can claim as tax deductions)
- ☐ Costs spread among participant accounts
- ☐ Investment expenses to cover plan fees
- ☐ (other) \_\_\_\_\_

How important are the following:

- ☐ One point of contact for service and assistance
- ☐ Ability to work with a third-party administrator that specializes in recordkeeping and administration
- ☐ Employee education
- ☐ Participant loan option
- ☐ After-tax Roth contribution option
- ☐ Auto-enrollment/auto-escalation feature
- ☐ Fiduciary service feature