

TAKEOVER CHECKLIST DEFINED BENEFIT PLANS

- _____ Signed Adoption Agreement
- _____ Signed Plan & Trust Document
- _____ Summary Plan Description
- _____ IRS Opinion or Determination Letter
- _____ All signed elective and required amendments including:
 - _____ Pension Protection Act (PPA)
 - _____ Heroes, Earnings Assistance and Relief Act (HEART)
 - _____ Workers, Retiree and Employer Recovery Act (WRERA)
 - _____ Pension Relief Act (PRA)
 - _____ IRS Section 436
- _____ Past 3 years:
 - _____ Form 5500s and other filed schedules
 - _____ Actuarial Valuation (including each participants vesting, accrued benefit, present value of accrued benefit and 415 limits)
 - _____ Compliance Testing (top heavy, minimum coverage and non-discrimination testing)
 - _____ Adjusted Funding Target Attainment Percentages (AFTAP)
 - _____ If PBGC covered: need the Annual Funding Notice and have online access to PBGC's "My Plan Administration Account"
 - _____ Terminated Participant information for first year of NPC administration (including amounts and dates of any distribution)
- _____ Loan amortization schedules and promissory notes

* *Have NPC copied on all Financial Institution statements from the beginning of the plan year.*

