

**Fox & Lalonde**  
Retirement & Welfare Benefit Plans  
Consulting, Design & Administration  
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The following documentation should be gathered for all “takeover” cases. Some of this documentation may not be readily available from the client and will need to be requested from the prior contact administrator and/or investment advisor. We will assist you in obtaining documentation from the prior service providers, if needed.

- (1) Copy of the current Plan (and Adoption Agreement) and Trust document plus amendments.
- (2) Copy of the latest IRS determination Letter.
- (3) Copy of the Form 5500 plus attachments for the last three (3) Plan Years.
- (4) Copy of the last two Allocation Schedules if the Plan is a Defined Contribution arrangement or the last two Actuarial Reports if the Plan is a Defined Benefit Arrangement.
- (5) Schedule of the Plan Assets to accompany (4) above.
- (6) Copy of last three Plan Year Audits if applicable.
- (7) Copy of the latest Plan Census.
- (8) Copy of current Fee Schedule.
- (9) Copies of the Business Card(s) of the designated Plan Contact.

Additional information may be requested depending on the Plan. All documentation should be sent to:

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