SPECTRUM INVESTMENT ADVISORS

FIDUCIARY FILE CHECKLIST

This checklist identifies items that are crucial to the administration of the plan, and often requested during an audit. It provides a basis for collecting the fiduciary documents needed for you to be successful as the plan sponsor, but it cannot include every document applicable to every plan type. Please consult with your service providers for additional guidance.

Plan Documents/Notices	
☐ Signed adoption agreement and amendments	☐ Summary plan description (SPD)
☐ Basic plan document	☐ Loan Policy (if applicable)
☐ Trust documents	☐ IRS determination letter/opinion letter
☐ Summary of material modifications (SMM)	☐ 408(b)(2) annual fee notice

Investment Option Evaluation and Selection	
☐ Investment policy statement (IPS)	☐ Documentation of investment option monitoring
☐ Investment expense benchmarking	☐ Annual asset listing

Regulatory Filings	
☐ Form 5500 annual report and schedules	☐ Summary Annual Report (SAR)
☐ Plan audit	☐ Form 5558 (if applicable)

Annual Participant Notices and Documents	
☐ 404(a)(5) participant fee notice	☐ Summary plan description (SPD)
☐ 404(c) notice	☐ QDIA notice
☐ Safe harbor notice (if applicable)	☐ Blackout notice (when applicable)

Compliance Testing	
☐ ADP testing	☐ Enrollment materials
☐ Top-heavy determination	☐ 415 annual contribution limit testing
☐ 410 (b) coverage testing	

General Fiduciary Oversight	
☐ Minutes from plan-related meetings	☐ Charter language for plan-related committees
☐ Records evidencing timely plan contributions	☐ Plan sponsor administrative checklist
☐ Fiduciary liability insurance	☐ Fidelity Bond

Service and Expense Agreements	
☐ Record keeper	☐ Registered investment advisor (RIA)
☐ Third party administrator (TPA)	☐ Accountant/audit provider
☐ ERISA attorney	☐ Investment manager