



VALLEY PENSION SERVICES, INC.

EZ Start 401(K) Setup Form

Client Name: _____

Eligibility:

Age ____ (no more than 21) Year of service ____ (normally one (1)) or ____ months of employment

Safe Harbor Selection – **Choose One** – See Attached Safe Harbor Explanation for Details.

- Basic Match** (Employer is required to contribute 100% of employee deferrals up to 3% of pay, plus 50% of deferrals from 3 to 5% of pay)
- Enhanced Match** (Employer is required to contribute 100% of salary deferrals for the entire year that do not exceed 4%-6% of the participants total compensation)
- Safe Harbor 3% Profit Sharing Contribution** (Upon notice, the Employer may make an Employer Profit Sharing Contribution in an amount equal to 3% of the participants total compensation)

Plan Options:

- Hardship distributions allowed from employee deferrals only. () yes () no
- Loans are allowed () yes () no
- Participants to be responsible for distribution fees () yes () no
- In-Service Distributions: _____ () yes () no

Additional Fees apply for options selected in this section:

- Roth 401(k) () yes () no
- Automatic Deferral Election: _____ () yes () no
- Rate Group (Designated Allocation Groups): _____ () yes () no
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Return this form along with the Client Information Sheet to the following:

Valley Pension Services, Inc.
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