



FROM THE DESK OF BOB WEST
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Restatement of IRS Pre-Approved Defined Contribution Plans

This message reminds you that if you maintain a 401(k) plan or a profit sharing plan using an IRS "prototype" plan document, or if you are considering using one to replace an individually designed plan:

- Every six years, your plan document needs to be stated.
- That time is now.
- This message will address some **when, why** and **how** questions.

WHEN: Your 401(k) or profit sharing plan document needs to be restated by not later than April 30, 2016.

WHY: Restating into a new pre-approved plan document allows your plan document to continue to qualify as to certain IRS and ERISA requirements. A retirement plan must be in compliance in both "form" and "operation" to qualify for favorable tax treatment. The upcoming restatement will enable your plan document to satisfy the form requirement.

HOW: The Adoption Agreement for your plan and certain other related documents will need to be completed, signed and dated by not later than April 30, 2016.

If your plan was last restated using a Haynes Benefits PC pre-approved prototype plan we will contact you about the restatement process for your plan. If your pre-approved documents were furnished by another service-provider, we can help you properly complete your new documents.

When you receive your new pre-approved plan document, we encourage you not to sign it until you have reviewed it and understand how it could change your responsibilities as an employer or fiduciary and how it could change the operation of your plan.

In the meantime, if you have any questions, please let us know.

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