

Worksheet for 401k 2009 Informational "Tax" Return (Form 5500 EZ)

Part 1 This return is (check only if applicable, otherwise leave blank)

- 1) The first return filed for the plan
 2) An amended return
 3) The final return filed for the plan
 4) A short plan year return (less than 12 months)

Part II 1a): Name of Plan: _____
 Part II 1b): Three Digit Plan Serial Number: _____
 Part II 1bc): Date Plan first became effective: _____

Part II 2a) Name of Company: _____
 Address of Company: _____

Part II 2b) Company or Plan EIN (Not your Social Security Number): _____

Part II 2c) Company Telephone number: _____

Part II 2d) Business Code: _____ (See attached)

Part II 4) Has your Company name or EIN changed since the last time you filed a Form 5500EZ? Yes/No
 [If you have not filed a Form 5500EZ before, circle "No"] **If so:**

4a) Company Name from last return: _____

4b) Company or Plan EIN from last return (Not your Social Security Number): _____

4c) Three Digit Plan Number from last return: _____

Part II 7) Check if this plan covers:
 Self-employed individuals:
 Partners in a partnership:
 100% owner of a corporation:

Part II 8a) Enter the number of qualified plans maintained by this employer (including this plan): _____
 Part II 8b) Check here if you have **more than one** plan **and** the total assets of all plans exceeds \$250,000:

Part II 9) Enter the number of participants in each category listed below:
 Part II 9a) Under the age of 59 ½ on December 31, 2009: _____
 Part II 9b) Over the age of 59 ½ on December 31, 2009 but under 70 ½ on January 1, 2009: _____
 Part II 9b) Over the age of 70 ½ on January 1, 2009: _____

Part II 10b) Total cash contributions received by the plan for 2009: \$ _____
 (exclude loan repayments, if any, but include contributions made in 2010 for 2009)

Part II 10d) Total plan distributions made to participants or beneficiaries in 2009: \$ _____
 (include both taxable distributions and non-taxable distributions (such as rollovers and loans) made in 2009)
 This amount includes a loan does not include a loan that was taken no loans were taken

Part II 10e) Amount of any distributions made in 2009 that were taxable: \$ _____
 (exclude non-taxable distributions (such as rollovers and loans) made in 2009)
 Was a 1099-R issued? Yes No . Do you want us to issue 1099-R to the recipient? Yes No

Part II 10f) Rollovers and transfers to other plans: \$ _____

Part II 10g) Total amounts received by the plan in 2009 from rollovers & transfers (i.e. other than from contributions):
 \$ _____

Part II 11a) Total plan assets at beginning of the year: \$ _____
 Part II 12e) Includes outstanding loans Does not include outstanding loans There were no outstanding loans
 Part II 11a) Total plan assets at the end of the year: \$ _____ (include contributions made in 2010 for 2009)

- Part II 12e) Includes outstanding loans Does not include outstanding loans There were no outstanding loans
- Part II 15c) If there was an outstanding loan was it made to a married participant? Yes/No
- Part II 14a) Does your business have any employees (in 2009) other than you and your spouse (and your partners and their spouses)? Yes/No
- Part II 14b) Total number of employees, (in 2009) including you, your partners and spouses: _____
- Part II 15c) During 2009, did the plan make distributions (other than loans) to a married participant in a form other than a qualified joint and survivor annuity or were any distributions on account of the death of a married participant made to beneficiaries other than the spouse of that participant? Yes/No

Form 5500EZ Preparation Fee Payment Election

Select a method below for the \$150 fee in connection with the preparation of each Form 5500EZ in your 401k plan.

You may pay by automatic bank transfer, PayPal or by credit card.

We accept Visa, Mastercard, American Express and Discover Card.

Choose one of the following methods of payment and return via fax, email or U.S. mail:

I enclose a check for the \$150 fee in connection with the preparation of each Form 5500EZ in my 401k plan.

I agree to pay the \$150 fee in connection with the preparation of each Form 5500EZ in my 401k plan by automated

bank draft: Bank account number: _____ Routing #: _____

I agree to pay the \$150 fee in connection with the preparation of each Form 5500 EZ in my 401k plan by credit card:

Credit Card Account number: _____ Exp: ____/____ Security Code: _____

Name on card: _____

I agree to pay by Paypal: Paypal email address: _____

Dated: ____/____/____

Signature