



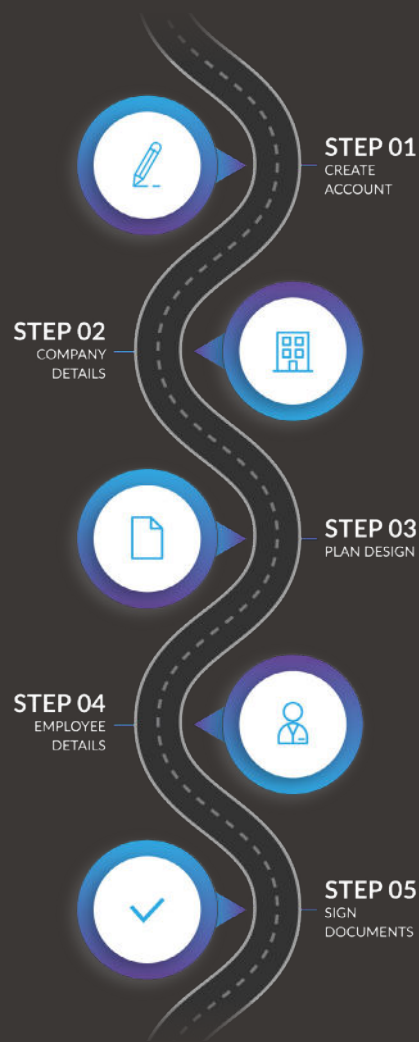
401GO

Plan Setup Guide

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Overview & Contents



Section 1: Company Questions

Go to app.401go.com and use an email address to create your account.

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Section 2: Company Details

We'll need info about your company structure and business type.

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Section 3: Plan Questions

Answer questions about the type of plan and provisions you want.

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Section 4: Employee Questions

Have an employee census handy to add participants to the plan.

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Section 5: Sign Agreements

Review and sign the documents to complete the plan setup.

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Need help?

Reach out to us directly with questions.



support@401go.com



ph: 801.214.2125



Step 1

Account Creation

1. Do you have an existing 401(k) plan?

If so, you'll need to know whether you want the new plan to mirror the old one

2. Number of employees

Total number of all employees, even those who will not participate

3. Partner code

If you were referred by someone else

4. Contact Information

For the person in charge of the plan



Step 2

Company Details

1. Company EIN

The IRS-assigned employer identification number

2. Entity type

Corporate structure, such as LLC, S-corp, or C-corp

3. Ownership

Common ownership between this company and another may cause a control group

4. NAICS code

Pick the code that best suits your business

naics.com/search

5. Trustee

The chosen fiduciary who is legally bound to act in behalf of the company

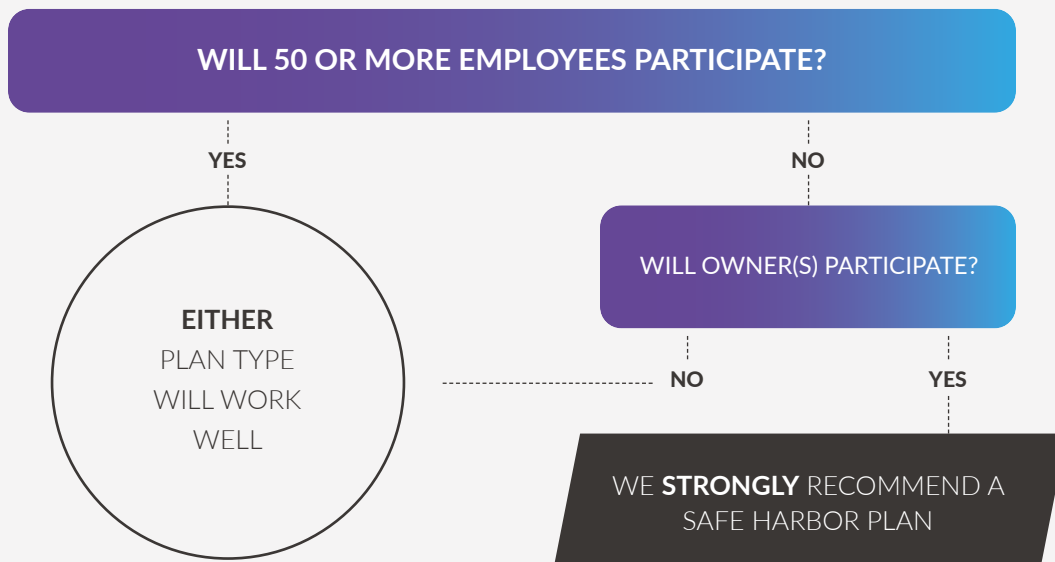
6. Payroll provider and schedule

To facilitate payroll integration

Plan Design

Should you use a safe harbor plan?

Safe harbor plans were created as a way for employers to offer a plan that meets certain IRS requirements exempting the plan from most annual compliance tests. This is extremely important for smaller businesses where owners or highly compensated employees using the plan would likely cause it to fail the required compliance tests.



Safe Harbor Plans

Ideal for smaller companies where owners or highly compensated employees would want to participate in the 401k plan

Exempt from annual nondiscrimination testing

Employees get some form of match or contribution from the employer

VS

Non Safe Harbor Plans

More flexibility in how they are set up and administered

Employer is **NOT** required to provide any contributions to employees

Types of Safe Harbor 401(k) Plans

Safe harbor plans are ideal for small businesses, because it makes them exempt from IRS nondiscrimination testing, which most smaller employers would fail.

QACA

Employees are automatically enrolled, and must opt out if they choose not to participate. With this plan, employers must match 100% of the first 1% the employee contributes, and 50% of the next 5% they contribute. At most, if the employee contributes 6% of their pay, the employer will match 3.5%.

Basic

This plan type requires the employer to match 100% of the first 3% of the employee contributions, and to match 50% on the next 2%. At most, if the employee contributes 6% of their pay, the employer will match 4%.

Enhanced

This plan type offers matching options. The employer will choose to match 100% of either the first 4%, or 5% or 6% the employee contributes. Employees are fully vested in the matching contributions, making this a very rich plan type.

Guaranteed Contribution

Often referred to as “profit-sharing,” this plan type requires an annual contribution of 3% of each employee’s pay, regardless of whether the employee is contributing or not. If the employee becomes eligible during the year, the contribution must be for the entire year, and is not prorated to the time they were eligible.



Tax Advantages

The federal government offers substantial tax benefits to companies setting up a new retirement plan. You may be able to claim a credit of up to \$5000 a year for three years, to offset startup costs. If your plan includes an auto-enrollment feature, a \$500 credit is also yours for three years. And matching contributions can also reduce your tax burden, giving you several ways to save.

Plan Options



Eligibility

You can require your employees to work for your company for a certain amount of time before they are eligible to participate in the plan. The service requirement options are 30 days, 60 days, 90 days, 6 months, or 1 year.

Vesting

Most safe harbor plans require 100% immediate vesting for all participants. QACA allows for a few vesting options. Non-safe harbor designs allow for many vesting options as well.

Matching

You can also choose not to include employer contributions in your 401(k) plan. Your plan is still subject to nondiscrimination testing whether there is an employer contribution or not.

Auto-Enrollment

For most plans, auto-enrollment is optional, but we strongly recommend adding the provision. Participation in an auto enrollment plan is significantly higher than in a non-auto-enrollment plan.

Keep In Mind

Consider part-time employees when selecting these plan options. 401(k) plan benefits do not have any exclusions for part-time workers, so they can be eligible to participate if they meet the requirements you select.





Step 4

Employee Details

You can manually enter individual employee information, or use the provided spreadsheet template to upload a full employee census.

- First and last name
- Social security number
- Employment start date
- Email address
- Phone number
- Birth date
- Ownership %
- Years worked 1000 hours
- Prior year compensation

Learn More



Step 5

Sign Agreements

Electronic Signature

Verify that you are comfortable signing documents digitally, and provide a digital version of your signature that we can use on other documents.

Fiduciary Agreement

When you create a 401(k) plan for your company, you're agreeing to act as the plan sponsor (a.k.a. fiduciary or trustee) and act in the best interests of the plan and its participants.

Plan Documents

The plan document lists all the provisions that are allowed on your 401(k) plan. Each document includes a summary. Download this document and keep it for your records.

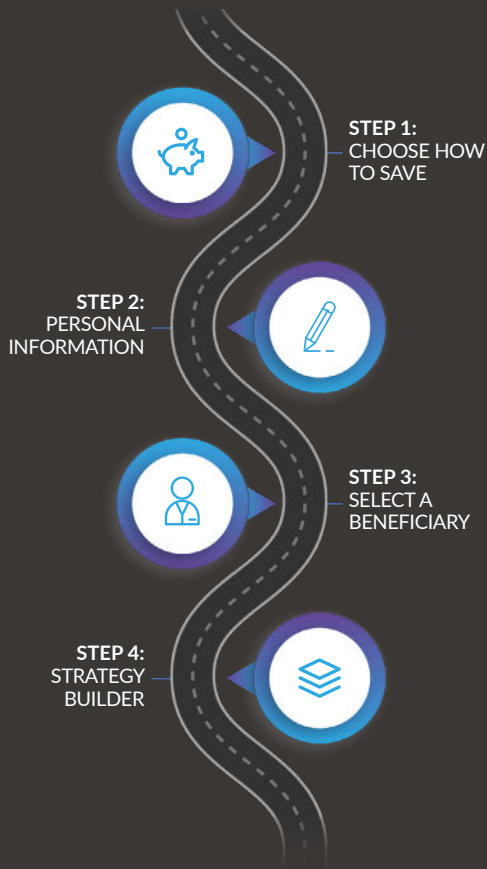
Congratulations!

You've completed the setup of your new 401(k) plan!

Once your plan goes live, all eligible employees will receive a notification by email or text.



Employee Setup Guide



Opting Out

If you choose not to participate, select "opt out" during the setup process. You can always log in and start contributing at a later time.

Get Started

You'll receive an email or text message with a link to sign up for your new 401(k) plan. Or, you can visit app.401go.com and choose "employee".

Step 1: Choose How to Save

Pick pre-tax or post-tax (Roth) as well as the percentage of your income you would like to contribute. If you prefer to contribute a flat dollar amount, select the advanced option.

Step 2: Personal Information

Provide us with information such as your date of birth and home address.

Step 3: Select a Beneficiary

Add the name and contact information of your primary beneficiary.

Step 4: Strategy Builder

Answer four questions to assess your risk tolerance. The system will build a custom portfolio based on your age, time to retirement and risk tolerance.

Congratulations!

You're all set up. You can change your portfolio, beneficiary, or contributions at any time.

We recommend adding a shortcut to your 401GO account login on your phone

[Account Login](#)

IPHONE

To add the shortcut for iPhone, follow [these simple instructions](#)

SAMSUNG

Navigate to your account login page, tap the three dots at the top right of your screen, then choose "add to home screen."

Thank You.



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