



PLAN EXPENSE WORKSHEET

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Name of Plan: _____ Total Plan Assets:\$ _____ Date: _____

Number of Plan Participants: _____ Number of Eligible Employees: _____

The following worksheets are intended to help you obtain disclosure of plan-related expenses as well as assist you in documenting your fiduciary obligation to ensure the expenses on your plan are appropriate.

It is important to remember that while plan expenses are an important criteria used in evaluating and/or selecting a service provider, you must also consider the anticipated performance of the competing providers and their investments and the quality and timeliness of the service provided. The provider with the lowest expenses is not necessarily the best choice.

The following pages are broken down in to several sections:

- Plan Start-Up / Conversion Fees—these related mainly to initiating a new plan or converting an existing plan to a new service provider. They are usually incurred during the first year.
- Plan Termination Fees—these are the expenses incurred when a plan terminates, terminates selected services or terminates its relationship with a provider.
- Administration Fees—these are recurring expenses related to running a retirement plan. When reviewing an existing plan, these are the expenses you will focus on the most.
- Investment Related Expenses—these expenses are paid out of the investments within your plan. Statistically, these expenses can account for as much as 90% of the total costs incurred by a plan.
- Additional Plan Expenses—these expenses are related to running a retirement plan, but not usually provided by your plan provider. These are included to allow you to document all the fees associated with your plan, not just those needed to run a comparative analysis.

In general, fees are calculated in four ways:

- Asset-Based: expenses are based on the amount of assets in the plan and generally are expressed as percentages or basis points.
- Per-person: expenses are based upon the number of eligible employees or actual participants in the plan.
- Transaction-based: expenses are based on the execution of a particular plan service or transaction.
- Flat rate: fixed charge that does not vary, regardless of plan size.

Fees may be calculated using one or any combination of these methods. Plan administration-related expenses can also be charged as one-time fees or ongoing expenses. One-time fees are typically related to start-ups, conversions (moving from one provider to another) and terminations of service. Ongoing fees are recurring expenses relating to continuing plan operation.

Expenses are generally paid from two sources—from plan assets and by the company. This worksheet will assist you in identifying which fees will be paid by the plan and which fees will be paid by the company.

There may be expenses not included in the following worksheets. Be sure to ask your current and potential providers to list any additional expenses (some plans pay for out-of-pocket expenses such as travel, postage, and printing, etc.)



PLAN EXPENSE WORKSHEET

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This section for new / takeover plans only

One-Time Start-Up / Conversion Expenses

Expense Type	Typical Method of Fee Calculation	Paid by Plan	Paid by Company	Total Cost
Start-up Education Program	Person-based			\$
Start-up Enrollment Expense	Person-based			\$
Conversion Fee	Flat fee			\$
Installation Fee	Flat fee and/or person-based			\$
One-Time Fund Fee	Flat fee per fund			\$
Plan Document/ IRS Filing	Fee Flat fee			\$
Other:				\$
Other:				\$
Consultant	Hourly			\$
ERISA Attorney	Hourly			\$
Total One-Time Start-Up / Conversion Expenses				\$

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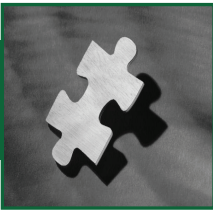
Termination Fees and Surrender Charges (Use this section to identify the specific asset-based percentages, person-based fees and flat fees that are used in termination and surrender charge cost calculations. Assume a base value of \$1,000,000 for all calculations to fairly compare different providers.)

Expense Type	Typical Method of Fee Calculation	Paid by Plan	Paid by Company	Total Cost
Annuity or Stable Value/GIC Contract Termination Surrender Charges	Asset-based			\$
Annuity or Stable Value/GIC Participant Transfer or Termination Surrender Charges	Asset-based			\$
Back-End Load	Asset-based per transaction			\$
Individual Fund Termination Fee	Asset-based			\$
Full Plan Termination Charge	Person-based or asset-based			\$
One-Time Plan Termination Fee	Flat fee			\$
Total Estimated Termination Expenses				\$

This section for new AND existing plans

Additional Plan Expenses

Expense Type	Typical Method of Fee Calculation	Paid by Plan	Paid by Company	Total Cost
Annual Audit (if not included by provider)	Flat Fee			\$
Fidelity Bond Premium	Flat Fee (Bond \$ _____)			\$
Fiduciary Insurance Premium	Flat fee			\$
ERISA Attorney	Hourly			\$
Consultant	Hourly or Asset Based			\$
Wrap Fee (if not included above)	Asset Based			\$
Total Additional Expenses				\$



PLAN EXPENSE WORKSHEET

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Are Investment-Related Expenses used to offset plan expenses?

Yes No

This section for new AND existing plans

Investment-Related Expenses							
Investments from Plan Holdings Worksheet	Front-End Load %	Management Fee %	12b-1 Fee (PAID TO Advisor)	Other	Total Operating Expenses	Total \$ Assets in Fund	Total Yearly Cost
Include Collective Investment Funds, Insurance/Annuity Products, Mutual Funds, Individually-Managed Accounts, and any Other Products							
1							\$
2							\$
3							\$
4							\$
5							\$
6							\$
7							\$
8							\$
9							\$
10							\$
11							\$
12							\$
13							\$
14							\$
15							\$
16							\$
17							\$
18							\$
19							\$
20							\$
21							\$
22							\$
23							\$
24							\$
Subtotal							\$
Brokerage Window (Total Transactions)							
Asset Total		Commission (Range)		Transaction Fee (Range)		Other	Total Cost
\$							\$
Total Investment-Related Expenses							\$



PLAN EXPENSE WORKSHEET

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Plan Administration Expenses		
Expense Type	Rate / Estimate	Total Cost
Administration / Recordkeeping Fees		
Daily Valuation	\$	\$
Payroll Processing	\$	\$
Balance Inquiry	\$	\$
Investment Transfer	\$	\$
Contract Administration Charge	\$	\$
Distribution Processing	\$	\$
QDRO Processing	\$	\$
Participant Statements	\$	\$
Plan Sponsor Reports	\$	\$
VRU / Internet Services	\$	\$
Other(specify):	\$	\$
Other(specify):	\$	\$
Other(specify):	\$	\$
Subtotal	\$	\$
Participant Education / Advice		
Participant Education Materials / Distribution	\$	\$
Education Meetings (Frequency _____)	\$	\$
Investment Advice Programs	\$	\$
Other(specify):	\$	\$
Other(specify):	\$	\$
Other(specify):	\$	\$
Subtotal	\$	\$
Trustee / Custodial Services		
Certified Annual Trust Statement	\$	\$
Safekeeping of Plan Assets	\$	\$
Other(specify):	\$	\$
Other(specify):	\$	\$
Other(specify):	\$	\$
Subtotal	\$	\$
Compliance Services		
Nondiscrimination testing	\$	\$
Signature Ready Form 5500	\$	\$
Annual Audit	\$	\$
Other(specify):	\$	\$
Other(specify):	\$	\$
Other(specify):	\$	\$
Subtotal	\$	\$



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This section for new AND existing plans

Plan Administration Expenses

Expense Type	Rate / Estimate	Total Cost
Plan Amendment Fees		
Plan Amendment Fee	\$	\$
Plan Document / Determination Letter Fee	\$	\$
Other(specify):	\$	\$
Other(specify):	\$	\$
Other(specify):	\$	\$
Subtotal	\$	\$
Loan Administration Fees		
Loan Origination Fee	\$	\$
Loan Processing Fee	\$	\$
Loan Maintenance and Repayment Tracking Fee	\$	\$
Other(specify):	\$	\$
Other(specify):	\$	\$
Other(specify):	\$	\$
Subtotal	\$	\$
Total Plan Administration Expenses		\$

**For definitions of terms used throughout these worksheets, refer to the 'Index of Terms' in The 401k Service Solution Handbook.

It is important to remember that when requesting a proposal, the numbers represented by outside service providers are based on the information you give them regarding total plan assets, number of employees, and number of participants. The amounts represents estimates based on variables that are often subject to change. Be sure that you give every potential provider the exact same information in order to compare providers accurately.

TOTAL EXPENSE COLUMNS

Take the number in the 'Total' column from the preceding worksheets and list below to determine total plan costs.

TOTAL PLAN EXPENSES

Expense Type	Total Cost
Total Administration Expenses (Ongoing)	\$
Total Investment-Related Expenses (Ongoing)	\$
Total One-Time Start-Up / Conversion Expenses (New or Takeover Only)	\$
Total Estimated Termination Expenses (New or Takeover Only)	\$
Total Cost per participant	\$
Total Cost as a percentage of assets	\$
Total Plan Expenses (before Audit/ERISA Bond/Fidelity Ins.)	\$
Total Additional Expenses	\$
Total Plan Expenses	\$