

HOW LONG SHOULD I KEEP EACH DOCUMENT?

Stay compliant with employee benefit plan records

Keep these records six years

- ✓ Form filed with government agencies (e.g. Form 5500, related schedules and attachments, Form 5300 series, determination letters)
- ✓ Plan Trust Reports
- ✓ Participant Benefit Statements
- ✓ Plan related minutes and resolutions
- ✓ Participant notices (including dates and methods of delivery)
- ✓ Nondiscrimination and coverage test results
- ✓ Plan financial statements
- ✓ Evidence of Plan's Fidelity Bond
- ✓ Contracts and Agreements



Keep these records indefinitely

- ✓ Original plan documents and all subsequent amendments or restatements
- ✓ Any determination letter issued by the IRS
- ✓ All adoption agreements
- ✓ Any opinion/advisory letter issued by the IRS
- ✓ Census information (including age, compensation history, employment history and beneficiary designations)
- ✓ Participant account records and actuarial accrued benefit analyses
- ✓ Record keeping/valuation reports at both the plan and participant level
- ✓ Participant loan documentation (including amortization schedules and promissory notes)
- ✓ Participant distribution forms (including special tax notices, election forms and 1099-R forms)

