Dear Valued Client:

Approximately once every 6 years, the Internal Revenue Service requires that all Plan Sponsors restate or rewrite their Defined Contribution Plan document to comply with laws and regulations that were enacted during that span.   The current plan restatement directive, referred to as PPA or Pension Protection Act, requires that all qualified defined contribution plans that are currently governed by a prototype document be restated no later than April 30, 2016.

Over the next twelve months, I look forward to working with you to make sure that your document is up to date.   The project will consist of the following steps:

1. We will offer to review the current provisions in your document with you to make sure that they are in line with how you desire the Plan to operate.
2. If there are any plan document changes to be made, these changes generally may be incorporated into the restatement.
3. We will present a new document which incorporates both required updates and your desired updates execution
4. A new Summary Plan Description will be provided for distribution to you plan participants.

More details about this restatement project may be found in the attached F.A.Q. document.   If you have any questions or concerns, please contact me directly.