



Instructions for opening a Conversion EZ K Plan™ 401(k)

Complete and submit the Conversion EZ K Plan™ 401(k) Set-up Form. Feel free to call us toll-free at 877-254-7085 if you have any questions while completing the set-up form.

STEP 1: Application

The completed Conversion EZ K Plan™ 401(k) Set-up Form along with the following items:

- A copy of the current plan Adoption Agreement and Summary Plan description
- A check for the one-time application fee of \$100.

All documents should be mailed to: Revzon Consulting Group, LLC
Attn: EZK Services
465 Furnace Street, Suite 6
Marshfield, MA 02050

STEP 2: Plan Design

Once the Revzon Consulting Group has received the completed Conversion EZ K Plan™ 401(k) Set-up Form you will be contacted to set up an introductory call to review the current plan profile and to discuss the conversion process. At this time you will be asked to complete the following forms:

- Fund Line-up
- Company Census
- Custodial Agreement
- ACH Sheet
- Portfolio Sheet (if applicable)
- RCG Services Agreement

Links to these documents can be found at <http://www.ezkplan.com>. In addition, we will need 5500 forms and testing/data reports from the last 2 years.

STEP 3: Plan Establishment

It will take approximately 2 weeks to set up the plan and produce the plan documents along with the ancillary forms. Completed plan documents will be sent to you along with detailed instructions. At this time, the fund line up and census forms need to be submitted in order to proceed to **Step 4**.

STEP 4: Participant Enrollment

You will be provided with hardcopy Deferral Election Forms, Investment Election forms, Beneficiary Designation forms, and participant PIN numbers for the enrollment process. On-line enrollment is also an option. Prospectuses and other descriptive Investment option information is the responsibility of the Investment Advisor.

STEP 5: Conversion of Existing Account

Provide plan sponsor with Change of Provider Letter (link found at <http://www.ezkplan.com>) Instruction to be copied onto sponsor letterhead and sent to the existing service provider notifying them of the

change and giving Revzon permission to contact them. After contacting the prior service provider a timeline will be established for the establishment of the quiet period and anticipated date for the transfer of data and assets.

STEP 6: Payroll Training

A time will be set up with the client to schedule the training for the payroll submission process.

STEP 7: Existing Account Set-up

As of the agreed upon date the prior record keeper will transfer the plan assets to the custodian. They will also forward the participant balances and loan information for set up on the record keeping system. Once the accounts have been established and reconciled, Personal Identification Numbers along with instructions to access their accounts will be sent to the Employer for distribution to the participants and the plan will be live.

Need more information?

Plan sponsors and financial advisors are encouraged to speak with an EZ K Plan™ representative.

Visit: www.ezkplan.com

Call: **877-254-7085**

Fax: **781-343-0757**

Email: ezk@revzonconsulting.com

EZ K Plan™ is a product developed and sponsored by Revzon Consulting Group, LLC, 465 Furnace Street, Suite 6, Marshfield, MA 02050. Aspire Financial Services, LLC provides the recordkeeping and related administration under contract with Revzon Consulting Group, LLC. Matrix Clearing and Settlement Services along with MG Trust, both subsidiaries of Broadridge Financial Solutions, Inc. provide the execution and settlement of the plan level mutual fund trades and holding the mutual fund shares on behalf of the respective 401k plan trust. Financial advisors through their respective broker dealers provide the plan investment guidance and educational services to employees. Certain third party RIA firms are available to provide 3(21) or 3(38) services on an optional basis.