

## Documenting Parties in Interest

In order to document fiduciaries and their responsibilities, complete the table below. Fiduciaries should be able to identify and monitor all parties in interest and their dealings with the retirement plan. The chart should be updated and kept current on an ongoing basis.

| <b>Party in Interest</b>                        | <b>Name/Address</b> |
|---|---------------------|
| Plan Administrator                              |                     |
| Trustee(s)                                      |                     |
| Board of Directors                              |                     |
| Company Officers                                |                     |
| Plan Actuary                                    |                     |
| Attorney(s)                                     |                     |
| Accountant and/or Auditor(s)                    |                     |
| Investment Advisor/Manager(s)                   |                     |
| Insurance Agent(s)                              |                     |
| All Shareholders and their Percentage Ownership |                     |
| Affiliated Entities of Plan Sponsor             |                     |
| Other (Auditor, Attorney, CPA, etc.)            |                     |