

# 401(k) DAY®

# KNOW YOUR NUMBERS

The Know Your Numbers 401(k) Day campaign was designed to give you quick and simple insight into important information you as a plan sponsor should know about your retirement plan. Use this checklist to make note of some details you should know. **Fill in your numbers in the spaces provided.**

PSCA's surveys are a great resource to find benchmarking data for some of the items below! Check out the [Annual Survey of Profit Sharing and 401\(k\) Plans](#) or [Annual 403\(b\) Survey](#).

[Surveys](#)

| Your Plan's Numbers                                      | Your Plan | Industry Benchmark |
|----------------------------------------------------------|-----------|--------------------|
| <b>Plan Demographics</b>                                 |           |                    |
| • Current plan assets                                    |           |                    |
| • Annual deposits into the plan                          |           |                    |
| • Does your plan have a brokerage option?                |           |                    |
| • Does your plan offer loans?                            |           |                    |
| • # of active participants                               |           |                    |
| • Plan participation %                                   |           |                    |
| • # of terminated participants in the plan               |           |                    |
| • % of participants with a beneficiary form on file      |           |                    |
| • Average participant deferral %                         |           |                    |
| • Average participant balance                            |           |                    |
| • Does your plan offer auto enrollment?                  |           |                    |
| • If yes, auto enrollment default percentage             |           |                    |
| • Does your plan offer auto escalation?                  |           |                    |
| • If yes, automatic escalation %                         |           |                    |
| • Is your plan a safe harbor plan?                       |           |                    |
| • Match formula                                          |           |                    |
| • % of participants deferring up to the matching amount? |           |                    |
| • Does your plan offer profit sharing?                   |           |                    |
| • Vesting schedule used for non-safe harbor assets       |           |                    |

|                                                                                    |  |  |
|------------------------------------------------------------------------------------|--|--|
| <b>Investment Allocations</b>                                                      |  |  |
| • # of investments offered in the plan                                             |  |  |
| • Is cash an option to participants?                                               |  |  |
| • Is the plan's QDIA a target date fund (TDF), balanced fund or stable value fund? |  |  |
| • What is the plan's stable value/cash percentage of holdings?                     |  |  |
| • If applicable, what is the percentage of plan assets in target date options?     |  |  |
| • % of participants that are investing in more than one target date fund           |  |  |
| • % of participants invested in 1 investment (not including QDIA/TDF)              |  |  |
| • Do you offer a brokerage account?                                                |  |  |

**Participant Demographics**

|                                             |  |  |
|---------------------------------------------|--|--|
| • % of participants age 20-29               |  |  |
| • % of participants age 30-39               |  |  |
| • % of participants age 40-49               |  |  |
| • % of participants age 50-59               |  |  |
| • % of participants age 60+                 |  |  |
| • % of participants on track for retirement |  |  |

**Level of Financial Literacy**

|                                                                  |  |  |
|------------------------------------------------------------------|--|--|
| • Does the plan offer financial education?                       |  |  |
| • % of participants that have authenticated their account online |  |  |
| • # of unique website visits annually                            |  |  |
| • # of app visits (if applicable)                                |  |  |
| • # of interactions with call center                             |  |  |

**Plan Benchmarking**

**Annual Administration/Recordkeeping fees**

|                                                 |  |  |
|-------------------------------------------------|--|--|
| • Recordkeeping and administration fee          |  |  |
| • Third party administrator/3(16) fiduciary fee |  |  |
| • Custodial fee                                 |  |  |
| • 3(21) or 3(38) fiduciary advisor fee          |  |  |
| • ERISA attorney fee                            |  |  |

**Investment Fees:**

|                                     |  |  |
|-------------------------------------|--|--|
| • Weighted expense ratio %          |  |  |
| • Total investment expense %        |  |  |
| • Total investment expense \$       |  |  |
| • Estimated total plan cost %       |  |  |
| • Estimated total plan cost \$      |  |  |
| • Last date of plan benchmarking    |  |  |
| • Last date of fee benchmarking     |  |  |
| • ERISA bond amount                 |  |  |
| • Cyber insurance coverage/cost     |  |  |
| • Fiduciary insurance coverage/cost |  |  |