YOUR NEW PLAN SETUP PROCESS

A Decision-Maker's Checklist

Typically 60–90 days from kick-off to enrollment, depending on plan complexity.

Use this checklist to prepare your organization for a smooth transition to independent 3(38) fiduciary management. It outlines every step of our onboarding process, the documents we'll need, and the decisions your leadership team should confirm before kick-off.

01	**Kick-off Call** GateKeeper, the current plan sponsor, and Royal Fund Management align on scope, timeline, responsibilities, and the documents needed.	Week 1
02	**Weekly Cadence Established** Recurring status calls scheduled so no one is in the dark. Clear expectations, shared checklist, transparency by default.	Week 1–2
03	**New Plan Documents Prepared** Draft updated plan documents — adoption agreement, restated Master Plan Document, and SPD — and circulate for review and sign-off.	Week 2–3
04	**Employee Census Collected** Typically a single payroll file. Confirm eligibility, compensation, deferral elections, and employment dates.	Week 3–4
05	**Recordkeeper Training** Schedule Empower recordkeeping software training so your team is confident well before go-live.	Week 4–5
06	**Payroll Integration & Training** Set up 180° or 360° payroll integration and train your payroll contact to make ongoing contributions as easy as possible.	Week 5–6
07	**Data Load & QA** Load employee data, double-check every field, and reconcile balances so the transfer and enrollment are seamless.	Week 6–8
08	**Prior Provider Handoff** Contact the incumbent recordkeeper, set blackout dates for the asset transfer, and distribute required participant notices.	Week 8–10

09	**Enrollment Meeting** Schedule an on-site or virtual enrollment session where your advisor meets employees, answers questions, and helps them enroll.	**Week 10–12**

Documents to Gather

Have these ready for our kick-off call:

- Master Plan Document (current)
- Adoption Agreement (current)
- Summary Plan Description (SPD)
- Most recent Form 5500 filing
- Current investment lineup and fund fact sheets
- Recordkeeper and TPA service agreements
- Latest fee disclosure (404a-5 / 408b-2)
- Employee census file (payroll export)
- Payroll provider contact and integration details
- List of authorized plan signatories

Decision-Maker Checklist

Confirm each item before scheduling the kick-off:

- Confirmed 3(38) fiduciary transfer objective with leadership
- Identified internal project owner (HR / Finance)
- Reviewed current plan fees and benchmarking summary
- Aligned on target go-live date (60–90 day window)
- Communicated upcoming change to executive team
- Scheduled kick-off call with GateKeeper and RFM

Questions? Contact GateKeeper Investment Advisers at **info@401kfid.com** to schedule your complimentary plan review.