

Administering Your Solo(k) Plan



How do I establish a Solo(k) Plan?

Putting a Solo(k) Plan in place requires a Plan Document, which Wells Thomas will provide you for electronic signature. This document must be updated periodically according to IRS standards, and other times you may request an amendment due to changes in your company, so you will be asked to sign restated documents occasionally.

Who works on my Solo(k) Plan?

An effective Solo(k) Plan will have support by your accountant, your financial advisor, and Wells Thomas. In the end, however, you are ultimately responsible for the operation of your plan, so it is important that you provide data requested by your team on a timely basis.



What contributions may be made to the plan?

Generally the contributions to the plan are dictated by the plan document, along with the amount of earned income you receive in a year. Wells Thomas can work directly with your accountant to determine the optimal contributions you can make each year.



The Path to a Successful Solo(k) Plan

The Solo(k) Plan can be a tremendous retirement savings vehicle for you, but there are steps you need to take to ensure it operates efficiently, and according to all IRS regulations. Wells Thomas, LLC will assist you in the operation of the plan, but below are the items you will be responsible for:

- ⇒ Electronically sign the Service Agreement and Plan Document provided by Wells Thomas.
- ⇒ Provide Wells Thomas requested income data on an annual basis (or, give your accountant authorization to speak with Wells Thomas directly).
- ⇒ Provide Wells Thomas copies of your plan investment account, or ideally have Wells Thomas set up to receive duplicate statements automatically.
- ⇒ Deposit contributions to the plan on a timely basis.
- ⇒ When the assets of your plan(s) reach \$250,000, a Form 5500EZ will be required to be filed with the IRS, which Wells Thomas will provide to be filed electronically.
- ⇒ Maintain a permanent file containing the Plan Documents, the Annual Valuations provided by Wells Thomas, and any supporting documentation (such as contribution election forms, beneficiary designation forms, etc.)
- ⇒ If you have any changes in your structure (such as hiring employees, merger or acquisition of another entity, moving the business, etc.) please contact our office immediately so we may determine the impact this may have on the status of your Solo(k) Plan.