

Top-Heavy Test Worksheet

General Information		
Plan Name: _____		
Plan ID and Subplan: _____ Date: _____		
<p>Before completing this form, you must identify all employees (key <i>and</i> non-key) and their current account balances.</p> <p>Notes: Current account balances include all employer accounts, salary deferral accounts, (including employee pre-tax and designated Roth contributions), if any, and employee post-tax accounts, if any. It does not include any deductible employee contribution balances (for example, IRP contributions or Qualified Voluntary Employee Contributions), and unrelated rollovers.</p> <p>For profit sharing and thrift plans, include actual balances as of the determination date, and add amounts contributed for the final month (if not already reflected in the balance).</p> <p>For money purchase pension plans (including target benefit plans), include all contributions due during the year containing the determination date, even if the amounts have not yet been contributed.</p>		
	Key Employees	Non-Key Employees
Enter the total current account balances of all key employees and the total account balances of all non-key employees.	(1)	(1)
Enter distributions made on account of retirement, termination of employment, disability or death not included in Line 1 for the current year.	(2)	(2)
Enter in-service distributions, including hardship withdrawals and corrective distributions, not included in Line 1 for the current year and four previous plan years.	(3)	(3)
Enter outstanding loan balances not included in Lines 1, 2 and 3.	(4)	(4)
Enter all investments not included above (including the value of any life insurance investments) or for which Prudential does not provide recordkeeping.	(5)	(5)
Enter (a) all related rollovers/transfers received and not included above, and (b) all unrelated rollovers/transfers made prior to 1/1/84.	(6)	(6)
Add the items in Lines 1 through 6. Enter results in Line 7.	(7)	(7)
Enter any deductible employee contribution (for example, IRP, QVEC, or other "IRA type") balances.	(8)	(8)
Enter any unrelated rollovers/transfers that were made after 12/31/83.	(9)	(9)
Add lines 8 and 9. Enter results in Line 10.	(10)	(10)
Subtract Line 10 from Line 7. Enter results on Line 11.	(11)	(11)
Add the totals for key employees and non-key employees in Line 11. Enter results in Line 12.		(12)
Divide the key employees' total in Line 11 by the total in Line 12. Enter the results in Line 13. If Line 13 is greater than 60%, your plan is top heavy.		(13)
Complete the Top-Heavy Compliance Form.		