Master Audit Request List

To minimize "audit fatigue" and ensure a seamless experience for your HR and Finance teams, organize your digital folders according to the categories below. This structure mirrors the typical workflow of a CPA firm and allows you to address the majority of data requests before fieldwork even begins.

Foundational Plan Governance

- ☐ **Executed Plan Document & Adoption Agreement:** Include the base document and any "volume submitter" paperwork.
- ☐ **Current-Year Amendments:** Specifically ensure any SECURE 2.0 legislative updates are signed and dated.
- ☐ **Latest IRS Determination/Opinion Letter:** Proof of the plan's tax-qualified status.
- ☐ **Summary Plan Description (SPD):** Include any Summaries of Material Modifications (SMM) issued during the year.
- ☐ **Committee Meeting Minutes:** Documentation of fiduciary oversight, investment reviews, and plan administrative decisions.
- ☐ **ERISA Fidelity Bond:** Proof of coverage (typically 10% of plan assets, up to $500,000).

Financial & Trust Records

- ☐ **Year-End Trust Statements:** Monthly or quarterly statements from your custodian or trustee.
- ☐ **Certification Letter:** If you are electing an ERISA Section 103(a)(3)(C) audit, provide the certification from the bank or insurance carrier.
- ☐ **Reconciliation Reports:** A report tying the participant-level trial balance to the plan-level assets.
- ☐ **SOC 1, Type 2 Reports:** Request these from your Payroll Provider, Recordkeeper, and Custodian.
- ☐ **Fee Disclosures:** Current 408(b)(2) (provider) and 404(a)(5) (participant) fee notices.

Payroll & Census Data

- ☐ **Full-Year Census File:** A spreadsheet of all employees (active and terminated) with hire dates, termination dates, birth dates, and total W-2 wages.
- ☐ **Payroll Registers:** Total annual report plus specific registers for a sample of pay periods.
- ☐ **Contribution Remittance Log:** A list of every pay date and the corresponding date funds were deposited into the trust to verify timely remittance compliance.
- ☐ **Definition of Compensation Mapping:** A list of all payroll pay codes showing which are included or excluded from 401(k) calculations.

Participant Activity Support

- ☐ **Distributions & Rollovers:** Signed withdrawal forms and proof of payment (1099-R copies) for the auditor's sample.
- ☐ **Loan Documentation:** Promissory notes and amortization schedules for any new loans issued during the year.
- ☐ **Enrollment Records:** Deferral election forms (or digital screenshots) and proof that opt-out notices were provided for auto-enrollment plans.
- ☐ **Nondiscrimination Testing:** The annual compliance package (ADP/ACP, Top-Heavy, and 410(b) testing results).