



Basic Employee Benefits Client Questionnaire

Every employer who offers an employee benefits plan, be it retirement, healthcare, or executive compensation, needs an attorney to guide and advise the administration of that plan. An attorney can provide legal strategies that do more than simply comply with the law. An attorney can structure your plans to benefit your overall business, provide maximum tax benefit, and protect against government audits and lawsuits from plan participants and beneficiaries. Plan design then is appropriately vetted by attorneys for effectiveness and compliance, followed by the support of your other trusted advisors regarding implementation. For example, note that while some service providers may claim that they will take full liability for plan administration, such claims are simply not true because by law you and your business are both liable as fiduciaries throughout the life of the plan. Only an attorney can fully inform you of these pitfalls and how to avoid them.

The Ratloff Law Firm offers an affordable plan administration package that addresses these issues. Upon submission of the form below, one of our attorneys will review the information and follow up with you on what is needed, as well as if a proposal can be created to give you a better sense of the services we offer.

Information About You:

Name(s): _____

Mailing Address: _____

City, State, Zip: _____ Phone Number: _____

Email: _____

Position: _____

Information About Your Business:

Name(s): _____

Main Mailing Address: _____

City, State, Zip: _____ Phone Number: _____

Entity Type: C Corporation S Corporation Partnership Sole Proprietorship

Other: _____

Industry: _____

How has your business performed in the last 3-5 years? Declining Growing Stable Volatile

How many people are employed by your business? 1-25 25-50 50-99 100+

How many of these employees are full time? _____

How many of these employees are part time? _____

Do you employ (circle one if applicable): executives, mid-level managers, or both?

Which of the following most accurately represent your goals and objectives?



ATTACH SEPARATE PAGES BELOW WHERE NEEDED:

Providing better benefits Attracting, retaining, and motivating workers Tax minimization
 Planning my retirement/succession Other: _____

Please check the appropriate box below and answer questions if warranted:

	YES	NO	
Do you currently have a retirement plan?			If Yes, see question 1 & 5
Do you currently have a healthcare plan?			If Yes, see question 2 & 5
Do you currently have a wellness program?			If Yes, see question 3 & 5
Do you currently have an executive compensation plan?			If Yes, see question 4 & 5
Are you interested in learning about retirement plans?			
Are you interested in learning about healthcare plans?			
Are you interested in learning about wellness programs?			
Are you interested in learning about executive compensation plans?			
Have you ever been told that using another service provider for your plan will free you from liability or responsibility in managing the plan?			If Yes, we strongly advise that you discuss this matter with us. You have been misinformed.
Have you had a legal opinion as to your retirement, healthcare, wellness, or executive compensation plan's ERISA compliance within the last 2 years (as applicable)?			

Note: Complete Questions 1-4 as they apply to you, then complete Question 5. Attach separate pages where necessary.

1. Please list the plan and known service providers.

2. Please list the plan and known service providers.

3. Please list the plan and known service providers.

4. Please list the plan and known service providers.

5. How satisfied, knowledgeable, and comfortable do you feel with these service providers?

Please return this questionnaire to Ratloff Law Firm by email to eratloff@ratlofflawfirm.com, by mail to 740 Pollard Road, Sevierville, TN 37764, or by fax to 865-932-3442.