

Franklin Templeton – Aspire Solo(k) checklist

Make sure you have the Aspire Set-up Guide Handy

1. Begin set-up and enrollment process by going to: **Primerica- Solo(k) product (aspireonline.com)** and Hit “Enroll Now”
2. Fill out the online form and submit to generate a PDF (you must complete the entire form if you exit before submitting you will need to start again). Information Needed:
 - a. Rep contact information
 - b. Plan information and contacts

**An EIN is required to create a SoloK , and the business owner’s SSN CANNOT be used in place of this. The following weblink can be used to apply for an EIN if they do not have one: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online#:~:text=You%20may%20apply%20for%20an,per%20responsible%20party%20per%20day>.

**Plan Name cannot be changed after entry, please confirm with your client that this plan name is sufficient to be placed on the legal plan documents.

**Please confirm with your client that the Plan Effective Date and Fiscal Year End are 100% correct before submitting/entering information

 - c. Account holder information
 - d. Investment Choices and election percentage
 - e. Statement Preferences
3. Download and print the completed form for account holder to sign the form
 - a. The account holder (listed as participant) and,
 - b. The client (Responsible Plan Fiduciary).
4. Have the account holder complete the BD1 SK Primerica Solo K / UNI K New Application for each participant as well as the POL45 Disclosure Form – CIP Form
5. Mail the downloaded form along with the completed BD1 and POL45 Disclosure Form to Primerica
 - a. Regular Mail – PFS Investments Inc., PO Box 700001 Duluth, GA 30096-9505
 - b. Express Mail – PFS Investments Inc., 1 Primerica Parkway, Duluth, GA 30099

Important notes:

Once the forms have been mailed to the Primerica Home Office, and determined to be in good order, they will then be forwarded to Aspire to be processed. Aspire will receive the signed documents, and review to determine if their portions are in good order for setup.

NOTE: If Aspire determines that the paperwork received is not in good order, a representative from their company will contact the PFS representative and advise of the needed corrections.

If nothing additional is needed, Aspire will then create the plan on their side, **but it is not ready to be funded just yet**. Once this step is completed, and within 5 business days, Aspire will send the account holder a package of forms needed to complete the setup process and allow for funding . Some of these forms do require additional signatures, and those are indicated below.

NOTE: PLEASE DO NOT WRITE A CHECK UNTIL THE PLAN IS SET-UP AND YOU SPEAK TO YOUR ASPIRE RELATIONSHIP MANAGER – ONCE THIS IS DONE, CHECK SHOULD BE MADE PAYABLE TO MATRIX Trust Company (Please work with your assigned RM for check mailing instructions)