



## What do I need to sponsor a retirement plan?

**SAI** provides everything needed to establish your retirement plan. The basic requirements to establish a tax-qualified retirement plan are as follows:

1. You must be an eligible employer.
2. The plan must be in writing.
3. The existence of the plan and its rules must be communicated to your employees.
4. The plan must be established and maintained for the exclusive benefit of your employees and their beneficiaries (owners are considered employees).
5. You must intend the plan to be permanent. If necessary, the plan may be terminated at a later date, but it may not be established solely to provide a short-term tax savings.

Once you have established your plan, annual administrative tasks must be performed. These include non-discrimination testing, employee account determinations, and an annual reporting of the plan's qualified status to the government. SAI assists with all of these ongoing administrative requirements.

**SAI**  
SECURITY ADMINISTRATORS, INC.

**BINGHAMTON OFFICE:**  
105 COURT STREET  
P.O. BOX 1625  
BINGHAMTON, NY 13902-1625  
(607) 771-1180

**SYRACUSE OFFICE:**  
SUITE 200  
906 SPENCER STREET  
SYRACUSE, NY 13204  
(315) 474-8331

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