

Employee Census Form

	First & Last Name	Date of Birth	Date of Hire	Annual Salary	Annual Hours	¹ Owners & %	² Family Group	³ Key Employees
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¹Owners & % owned – This information is necessary to determine Highly Compensated employees. Insert % of company owned.

²Family Group – Lineal descendants and ascendants of Highly Compensated employees are required to be treated as a highly compensated employee for testing purposes.

³Key Employees Y or N – Please indicate the key personnel for employer contribution allocation purposes.



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