



2025 403(b) Survey Questionnaire Worksheet

Questionnaires must be postmarked or completed online by **Friday, June 27, 2025**. Those who complete the questionnaire will receive a free copy of the report. All information provided will be strictly confidential. Only aggregate data will be released publicly. **For questions on the survey, please contact 540.323.7828 or research@psca.org**

Below are a list of questions in the survey that you may need to look up. This worksheet can be used to gather the information prior to completing the survey online. A year-end statement from your plan provider is a good source for most of this information..

62. What was the total market value of plan assets at the end of the 2024 plan year (including any outstanding plan loans)? \$ _____
63. Estimate the total number of active U.S. employees employed at your organization as of December 31, 2024. _____
64. Of the employees reported in question 63, how many were eligible to participate in this plan as of December 31, 2024? _____
(Answer should be equal to or less than your answer to question 63.)
65. Of the employees reported in question 64, how many had an account balance as of December 31, 2024? _____ ☐ Unsure
(Answer should be equal to or less than your answer to question 64.)
66. How many non-employed participants (i.e., terminated vested employees, etc.) had balances in the plan as of December 31, 2024? _____ ☐ Unsure
67. How many participants made contributions in 2024? Please list the total that made any kind of contributions (excluding terminated vested employees), then the number that made each type of contribution, where applicable. (The total may be less than the sum of pre- and after- tax contributions if, for example, any participants made both pre- and after- tax contributions.)
- Total that made contributions: _____
- Number that made pre-tax contributions: _____
- Number that made Roth after-tax (if allowed): _____
- Number that made 401(m) after-tax (if allowed): _____
68. Please list the following information from your payroll reports so that we can calculate your average participant deferral rate:
- Gross employee contribution for 2024: _____
- Gross annual payroll for eligible participants for 2024: _____
69. What was the total employer contribution to the plan for 2024 for matching and/or non-matching contributions? (If you make both, please break it out by type of contribution, if available.)
- Matching contribution: _____ ☐ Not applicable
- Non-matching contribution: _____ ☐ Not applicable
- Total contribution: _____ ☐ Not applicable
70. How many investment funds are available to participants for each type of contribution?
- Organization contributions _____ (# funds)
- Participant contributions _____ (# funds)
- Note: Target-date and risk-based asset allocation fund families should each be counted as a single fund.*
71. How many active participants had an outstanding loan at the end of 2024? _____ ☐ Not applicable
72. What was the total dollar amount of outstanding loans at the end of 2024? _____ ☐ Not applicable
73. How many participants took a hardship withdrawal in 2024? _____