



Employee Benefit Plan Auditor Selection Checklist

There's a lot to consider when you're selecting an auditor for your employee benefit plan – so we've created this checklist to help streamline the process and find the auditor that's the right fit for your organization:



Experience & Specialization

- ☐ Performs **100+ EBP audits annually**
- ☐ Experience with **your plan type** (e.g., 401(k), 403(b), DB, H&W)
- ☐ Familiar with **plans of your size/complexity**



Professional Credentials

- ☐ Member of the **AICPA Employee Benefit Plan Audit Quality Center (EBPAQC)**
- ☐ Staff receive **regular training** in EBP auditing
- ☐ Strong understanding of **ERISA and DOL requirements**



Audit Quality & Methodology

- ☐ Uses a **risk-based approach** tailored to the plan
- ☐ Performs adequate **internal control reviews**
- ☐ Provides clear and complete **workpaper documentation**



Reputation & Assurance

- ☐ Undergoes regular **AICPA peer reviews** (ask to see the latest report)
- ☐ No known **disciplinary history or enforcement actions**
- ☐ Positive references **from similar clients**



Compliance Knowledge

- ☐ Proficient in **ERISA Section 103(a)(3)(C)** audit requirements
- ☐ Familiar with **Form 5500** filing process
- ☐ Stays updated on **DOL/IRS regulatory changes**



Client Service & Communication

- ☐ Clear **communication practices and availability**
- ☐ Willing to **educate and advise** plan administrators
- ☐ Provides **timely responses and proactive updates**



Fees & Value

- ☐ Transparent **pricing structure**
- ☐ Clear **scope of services and timeline**
- ☐ Balance of **cost & quality** aligned with plan needs



Want to know more? [Contact us](#), and let's start building your brighter future, together.