



2520032540069

**RITSEMA ASSOCIATES**  
**INTERIORS CONTRACTOR**

2438 28TH ST. SW • PO BOX 9370  
GRAND RAPIDS, MICHIGAN 49509-9370  
PHONE (616) 538-0120  
FAX (616) 538-9695

October 18, 1996

**CERTIFIED MAIL**  
**RETURN RECEIPT REQUESTED**

Secretary of Labor  
Top Hat Plan Exemption  
Pension and Weifare Benefits Admin.  
Room N-5644  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210

96 OCT 23 PM 11:10

In compliance with the requirements of the alternative method of reporting and disclosure under Part 1 of Title I of the Employee Retirement Income Security Act of 1974 for unfunded or insured pension plans for a select group of management or highly compensated employees, specified in Department of Labor Regulations, 29 C.F.R. 2520.104-23, the following information is provided by the employer listed below:

Name & Address of Employer:	The Herb Ritsema Co. d/b/a Ritsema Associates 2438 28th Street S.W. Wyoming, MI 49509
Federal ID#:	38-1678929
Name of Plan:	Key Employee Deferred Compensation Plan
Date Plan Established:	September 25, 1990

The Plan is maintained primarily for the purpose of providing deferred compensation for a select group of management or highly compensated employees.

Initial Number of Participants in the Plan: Four

Very truly yours,

William J. Ritsema