

Compliance Calendar for Defined Contribution Plans

January - March

January 31

Due Date for Plan Sponsors to return complete Census File and Annual Information Request Form to record keeper.

Form 1099-Rs (Distribution for Pension, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.) due to participants to report prior year distributions.

Form 945 (Annual Return of Withheld Federal Income Tax) due to IRS.

February 28

Form 1099-Rs for prior year Distributions due to IRS.

March 15

ADP/ACP Corrective Distributions of excess contributions and earnings due to participants for plans with 12/31 plan year-end.

Prior Year Employer Profit Sharing and Matching contributions due for plans with 12/31 plan year-end in order to take tax deduction (with no corporate tax extension).

March 15

Form 1042S (Foreign Person's US Source Income Subject to Withholding) and 1042 (Annual Withholding Tax Return for U.S. Source Income of Foreign Persons) due to IRS to report: retirement plan distributions made to nonresident aliens, and income tax.

April - June

April 1

Initial age 72* Minimum Required Distributions due to participants who are no longer active or 5% owners who turned age 72* in the prior year.

April 15

402(g) distributions of excess deferral amounts to participants.

June 30

Deadline for processing corrective distributions for failed ADP/ACP tests from plans with EACA without 10% excise tax.

July - September

July 28

Summary of Material Modifications (SMM) due to participants. (Due no later than 210 days after the end of the plan year in which the plan change is adopted.)

July 31

Form 5500 (Annual Return/Report of Employee Benefit Plan) due to IRS for plans with 12/31 plan year-end. (Due seven months after plan year end.)

July 31

Form 5558 (Application for Extension of Time to File Certain Employee Plan Returns) is due for plans with 12/31 plan year-end. (Used for extension of Forms 5500 or 5300.)

Form 8955-SSA (Annual Registration Statement Identifying Separated Participants With Deferred Vested Benefits) is due (without extension).

September 15

Required contribution to Money Purchase Pension, Target Benefit Pension, and defined benefit plans (8 1/2 months after plan year-end) and prior year employer profit sharing and match contributions for those sponsors who filed a corporate tax extension.

September 30

Summary Annual Report due to participants for plans with 12/31 Plan Year end. (Due to participants nine months after plan year end or two months after filing Form 5500.)

October - December

October 1

401(k) Plan Safe Harbor Notice (must be provided between October 1 and December 1 for Plans with a 12/31 plan year-end).

October 15

Extended deadline for filing Form 5500 and Form 8955-SSA.

December 1

Deadline to deliver QDIA, Auto-Enrollment, and Safe Harbor Notices to participants.

December 31

Age 72* Required Minimum Distributions Due to participants who have begun Receiving Distributions.

Other

Statements must be provided at least annually for participants without the right to direct their investments and at least quarterly for participants who do have the right to direct their investments.

Participant Fee Disclosure Notice pursuant to regulations issued under ERISA Section 404(a)(5)-annual. Due within 12 months after prior notice was distributed.

Notice to participants of qualified eligible and/or automatic contributions, and ability to opt out-30 days prior to eligibility and annually; for plans with immediate eligibility, notice can be given on or as soon as feasible after eligibility.

Notice to participants for plans that choose to use Qualified Default Investment Alternative -30 days prior to initial investment and annually.

Annual Review of existing fidelity bonds for fiduciaries of retirement plans holding employer securities and persons who handle funding or other property of such plans to ensure the maximum bond requirement is met.

*Age 72 for RMD's is only if the plan has adopted the Secure Act provision. Otherwise the RMD age remains 70 ½.

Any dates that fall on a weekend – the due date becomes the Monday following.