

# Compliance Reminders



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PLEASE NOTE: The following deadlines are reflective of plans with a 12/31 plan year end date.

## JANUARY

5th **Year-end requests for data** emails are sent to Plan Sponsor. The Plan Sponsor is required to complete the employee census and the annual compliance questionnaire.

## MARCH

15th **Failed Adp/Acp test corrective distribution deadline** If Adp/Acp compliance testing requires participant refunds, corrective distributions are due to be processed to avoid the 10% excise tax penalty. \*If your retirement plan has the Eligible Automatic Contribution Arrangement (EACA) provision, this deadline is extended to June 30th.

## APRIL

1st **First year required minimum distributions (RMD)** Deadlines for RMDs are extended from December 31st to the following April 1st for the first RMD due for a participant.

15th **Excess deferral 402(g) test corrective distribution deadline** Any participants with deferrals in excess of the annual 402(g) limit, corrective distributions must be processed by this date.

**Sole Proprietor and C-Corp tax return deadline** This is the tax deadline for contributions to be deductible unless a tax extension has been filed.

## MAY

15th **Distributions** If all prior year contributions have been submitted, now is a good time to send distribution packages for terminated participants.

## JUNE

30th **Failed Adp/Acp tests (EACA plans only) corrective distribution deadline** If your retirement plan has the Eligible Automatic Contribution Arrangement (EACA) provision, and requires participant refunds, corrective distributions are due to be processed to avoid the 10% excise tax penalty.

## JULY

31st **Form 5500 filing deadline** Unless a tax extension or Form 5558 has been filed, this is the deadline for filing both Form 5500 and Form 8955-SSA (if required).

## SEPTEMBER

15th **S-Corp and Partnership tax return deadline** This is the deadline for contributions to be tax deductible if an extension for taxes was filed.

30th **Summary Annual Report (SAR)** The SAR is prepared with the Form 5500. Unless an extension applies, the SAR must be distributed to plan participants by this date.

## OCTOBER

1st **Deadline to implement a new Safe Harbor 401(k) plan**

15th **Form 5500 filing extended deadline** If a tax extension or Form 5558 was filed by 7/31, this is the deadline for filing both Form 5500 and Form 8955-SSA (if required). If a corporate tax extension applies until this date, the Form 5500 is automatically extended to the same date.

**Sole Proprietor and C-Corp tax return deadline** This is the tax deadline for contributions to be deductible if a tax extension was filed.

## DECEMBER

1st **Annual Notices** Notices describing automatic enrollment arrangements, safe harbor contributions, and qualified default investment alternatives (QDIA) must be provided by this date. *Participant fee disclosures* must be provided at least every rolling 14 months and are generally delivered at the same time.

**Safe Harbor 3% Non-elective** This is the deadline to implement the 3% safe harbor nonelective contribution for the current plan year (30 days prior to plan year end).

15th **Summary Annual Report (SAR)** The SAR is prepared with the Form 5500. If the Form 5500 is filed under extension until 10/15, the SAR must be distributed to participants by this date.

31st **Corrective distributions** This is the last day to process corrective distributions for the prior plan year in order to avoid a plan operational failure.

**Required minimum distributions (RMD)** This is the last day to process RMDs to avoid a plan failure or penalty to participants.

**Discretionary changes** Amending the plan for changes implemented during the plan year must be done by this date (some exceptions apply).

**Safe Harbor plan provision** Deadline to implement 4% safe harbor non elective contribution for the prior plan year. Last day to implement safe harbor match for the following plan year.