401(k) Compliance Calendar

For calendar year plans

January

30: Send prior year's census data to administrator portal

February

28: Receive ADP/ACP and Top-Heavy nondiscrimination testing results from administrator, if applicable, and determine whether compliant

March

15: Make ADP/ACP corrective distributions, if applicable.

15: Partnership/LLC deadline for making tax-deductible employer contributions, or must file extension

April

15: Deadline to refund excess participant contributions

May

1: 1st round of audit requests due to portal, if selected

June

1: 2nd round of audit requests due to portal, if selected

July

15: PEP distributes annual fee disclosure notice to participants

31: PEP files Form 5500 & financial statements with IRS

August

15: Perform mid-year testing, if failed nondiscrimination test (upon request & billed separately).

September

15: Partnership/LLC deadline for making tax-deductible employer contributions, if filed extension.

15: Make prior year's Top Heavy corrective contributions, if applicable

October

15: PEP files Form 5500 and financial statements to IRS, if extension filed

November

1: PEP will distribute annual notices to participants

December

31: Make ADP/ACP corrective contributions, (QNEC), if applicable.

Intended for use by employers participating in the PEP.
You can access this at: washingtontechnology.org/services/401k/

For more information, email 401k@washingtontechnology.org

401(k) Compliance Calendar

Date	Responsible Party	Description
Jan 15	Plan Sponsor	Census data: Plan sponsor provides/confirms accurate prior year census data to the record keeper who will use the information to complete compliance testing
Jan 31	Record Keeper	Form 1099-R: Deadline to dispense Form 1099-R to participants who received a distribution from the plan in the previous plan year (record keeper typically sends the form)
Feb 15	Plan Sponsor	Approve results from compliance testing provided by administrator
Mar 15	Record Keeper	ADP/ACP corrective distributions: Deadline to process corrective distributions for plans that failed the Actual Deferral Percentage (ADP) or Actual Contribution Percentage (ACP) compliance tests in the previous plan year to avoid a 10% excise tax
Mar 15	Plan Sponsor	Fund employer contributions: Deadline for filing partnership tax returns for partnerships and for partnerships to fund any employer contributions to the plan and receive a tax deduction for the prior year (unless filing an extension)
Mar 31	Record Keeper	File Electronic Form 1099-R: Deadline to electronically file 1099-R with the IRS if 1099-Rs were distributed to participants that received a distribution from the plan in the previous plan year
Mar 31	Plan Sponsor	Plan sponsor provides a completed 5500 questionnaire to service provider; the service provider prepares the plan Form 5500
Apr 1	Plan Sponsor	For plans that need an audit, an auditor should be engaged by this date
Apr 15	Plan Sponsor	Excess contribution refunds: Deadline to refund excess distributions for participants (if any) that contributed more than the 402(g) limits in the previous plan year
Apr 15	Plan Sponsor	Fund employer contributions (for corporations): Deadline for filing individual and/or corporate tax returns to fund employer contributions to the plan and receive a tax deduction for the prior year (unless filing an extension)
Jul 31	Plan Sponsor	File IRS Form 5500: Deadline to electronically sign and file IRS Form 5500 (unless requesting an extension)
Jul 31	Plan Sponsor	File IRS Form 5558: File Form 5558 to request an extension on filing the IRS Form 5500. TPA or Record Keeper can provide a signature ready form
Aug 15	Plan Sponsor	Mid-year Testing: If the plan previously failed compliance testing, this is a good time to consider mid-year compliance testing
Sep 15	Plan Sponsor	Fund employer contributions: Deadline for filing partnerships tax returns (if an extension was filed) and is also the deadline for partnerships to fund any employer contributions to the plan and receive a tax deduction for the previous plan year
Sep 30	Plan Sponsor	Distribute Summary Annual Report: Deadline for plans that filed Form 5500 by July 31 to distribute the Summary Annual Report to all plan participants and beneficiaries receiving benefits
Oct 1	Plan Sponsor	Review your plan document: Every Fall, review the plan document to make sure that plan management is in compliance with the plan document; amendments to the plan can be made in the Fall to be effective in the new year and can be requested from the service provider
Oct 15	Plan Sponsor	File Form 5500 (if extension is filed via IRS Form 5558): Deadline to electronically sign and file IRS Form 5500
Nov 1	Plan Sponsor	Distribute annual participant notices: Notice distributions include: Safe Harbor, QDIA (Qualified Default Investment Alternative), and Automatic Contribution Arrangements (if applicable). These notices can be combined for administrative ease and many service providers can assist plan sponsors with creation and distribution of these notices
Dec 31	Plan Sponsor	ADP/ACP corrective distributions: Deadline to distribute ADP/ACP refunds (if applicable) for the prior year; a 10% excise tax may apply
Dec 31	Plan Sponsor	Fund Qualified Non-Elective Contributions (QNEC): Deadline to make corrections for the plans that failed ADP/ACP compliance testing for the prior plan year to fund QNEC
Ongoing	Plan Sponsor	Plan Sponsor's responsibility to make sure the plan is operated in accordance with the plan document
Ongoing	Plan Sponsor	For each pay period, any amounts withheld as salary deferrals, and/or loan payments by participants must be deposited by the plan sponsor no later than seven (7) business days following the day they are withheld
Ongoing	Plan Sponsor	Plan sponsor provides the summary plan description to all newly eligible participants within 90 days of their coverage under the plan
Ongoing	Record Keeper	Record Keeper provides quarterly benefit statements to plan participants
Ongoing	Record Keeper	Record Keeper will annually distribute participant fee disclosure 404(a) to all participants