

# Reporting Summary and Timeline for Calendar Year Retirement Plans

Item	Action	Deadline Date
IRS Form 945	File with the Internal Revenue Service to report tax withheld on distributions from the plan. All amounts eligible for rollover (unless the total distribution is less than \$200, in which case no withholding is required) are subject to minimum mandatory 20% withholding unless rolled over in the form of a direct rollover	<b>January 31</b> following year of distribution.
IRS Form 1099-R	Provide to plan participants receiving a distribution.	<b>January 31</b> following calendar year of distribution.
ADP/ACP Non-Discrimination Testing	Plan sponsors must test annual deferral and matching contributions to make sure that the plan does not discriminate in favor of highly compensated employees	Distributions must be made no later than December 31 of following calendar year; however, if made before <b>March 15</b> of the following calendar year, the plan will avoid 10% excise tax.
Minimum Required Distributions	Payment of initial age 70½ minimum required distributions	For non-5% owners, <b>April 1</b> following year in which participant attains age 70-1/2 or, if later, retires from employment.  For 5% owners, <b>April 1</b> following year in which participant attains age 70-1/2.
Correction of Excess 401(k) Deferrals	Plan sponsors must limit the dollar amount of 401(k) deferrals made by participants	Excess deferrals must be distributed no later than <b>April 15</b> of the calendar year following the calendar year of deferral.
Summary of Material Modifications* (if required)	Provide to each participant a summary of any “material modification” that occurred during the plan year that is not reflected in the Summary Plan Description.	210 days after the close of the plan year in which the change is made.
Annual Report - IRS Form 5500	File with Department of Labor.	<b>July 31</b> unless IRS Form 5558 is filed prior to July 31. IRS Form 5558 allows for an automatic extension through <b>October 15</b> .

Summary Annual Report* (Summary of IRS Form 5500)	Provide to plan participants.	September 30. If an extension for IRS Form 5500 has been requested, then participants should receive the Summary Annual Report within 2 months after the close of the extension period ( <b>December 15</b> ).
Summary Plan Descriptions*	Provide to plan participants.	Within 90 days after the individual first becomes a participant. A new Summary Plan Description should generally be reissued every 5 years.
Benefit Statements*	Provide to plan participants.	At least quarterly.
Plan documents requested by participant or beneficiary*	Provide to plan participants or beneficiaries upon request.	The plan administrator must comply with such requests within 30 days after the request.
Distribution Election Form (including notice of participant's right to defer distribution)**	Provide to participants or beneficiaries eligible to receive a distribution.	If a participant's account balance exceeds \$5,000, then distribution may only be made with the consent of the participant. If \$5,000 or less, distributions may be made without consent. Rollover accounts can be ignored for purposes of the \$5,000 threshold if the plan is amended to exclude such accounts. Involuntary distribution in excess of \$1,000 but less than \$5,001 must be directly rolled over to an IRA designated by the employer, unless the participant affirmatively elects to roll over the amount to another IRA or qualified plan, or elects to receive the amount in cash.
Special Tax Notice Regarding Tax Treatment of Distributions & Direct Rollover Rights**	Provide to participants and beneficiaries receiving a distribution.	The notice should be delivered with the Distribution Election Form 30 to 90 days before the distribution date, although the individual may elect to waive the 30-day waiting period.
Investment Fund Prospectuses for Participant-Directed Individual Account Plans*	Delivery of investment fund prospectuses to comply with ERISA Section 404(c) and other required investment information. (See ERISA Section 404(c) Summary).	Provide prospectuses at the time of initial investment in the fund. Updated prospectuses should also be provided to participants as these are received by the Plan (generally <b>annually</b> ).

<p>Disclosure of Plan-Related Information for Participant-Directed Individual Account Plans (commonly referred to as ERISA 404a-5 disclosures)*</p>	<p>Plan administrator must provide general information relating to the plan including (A) an explanation of the circumstances under which participants and beneficiaries may give investment instructions; (B) an explanation of any specified limitations on such instructions under the terms of the plan, including any restrictions on transfer to or from a designated investment alternative; (C) a description of or reference to plan provisions relating to the exercise of voting, tender and similar rights appurtenant to an investment in a designated investment alternative as well as any restrictions on such rights; (D) an identification of any designated investment alternatives offered under the plan; (E) an identification of any designated investment managers; and (F) a description of any “brokerage windows,” “self-directed brokerage accounts,” or similar plan arrangements that enable participants and beneficiaries to select investments beyond those designated by the plan.</p> <p>Plan administrator must also provide information concerning administrative and individual expenses that may be charged against the participant’s account.</p> <p>Plan administrator must also provide investment-related information concerning the designated investment alternatives available under the plan.</p>	<p>On or before the date on which a participant or beneficiary can first direct his or her investments and at least <b>annually</b> thereafter.</p>
<p>Additional annual retirement plan notices (as applicable)</p>	<p>Provide the following additional participant notices, as applicable, depending upon the type of plan:</p> <ul style="list-style-type: none"> <li>• 401(k) safe harbor notice</li> <li>• Qualified Automatic Contribution Arrangement (QACA) notice</li> <li>• Eligible Automatic Contribution Arrangement (EACA) notice</li> <li>• Automatic escalation notice</li> <li>• Qualified Default Investment Alternatives (QDIA) notice</li> </ul>	<p>30 days prior to start of the plan year.</p>

## Summary of Participant Communication Requirements

\* Department of Labor regulations permit required plan information to be disseminated electronically if a participant routinely accesses the employer's electronic information system as an integral part of his or her employment duties. If a participant does not routinely access a computer as part of his or her day-to-day job duties, then the participant must be furnished with a written copy of the documents unless the participant consents to receiving the disclosures electronically. Prior to giving consent, the individual must receive a statement:

- Identifying the types of documents to which the consent would apply;
- Explain that the consent can be withdrawn at any time and describe the procedures for withdrawing consent or updating the e-mail address;
- Explain the right to obtain a paper copy and whether there is a charge to obtain a paper copy;
- Identify any hardware or software requirements to access and retain the document;
- If there is a change in the hardware or software requirements that creates a material risk that the electronic transmission will not be received, the individual must be notified of the revised requirements and consent again;
- For Internet/Intranet disclosure, the website should contain a prominent link to the applicable sections, directions on how to replace a lost password, and documents should remain posted for a reasonable length of time;
- For confidential information, the plan administrator must take appropriate steps to protect the confidentiality;
- The plan administrator must take appropriate steps to ensure that the system results in actual delivery, such as return receipts or periodic surveys; and
- The plan administrator must simultaneously deliver notice of the significance of the document and the participant's right to receive a paper copy free of charge.

\*\* IRS regulations permit these notices/documents to be delivered electronically, subject to the following:

- The notice must be reasonably accessible to the participant;
- The employer's electronic information system must be reasonably designed to provide electronic notice in a manner no less understandable than a written notice;
- At the time the notice is provided, the participant must be advised that he or she can obtain a written copy of the full notice at no charge; and
- Delivery can be through e-mail or web page containing the notice (web page can be used if automatic direction to web page or if web page is customary means for delivering similar notices).