

2021



Compliance Calendar for 401(k) Plans

Complimentary Retirement Plan Compliance and Notice Requirements Calendar*

JANUARY

31 **DEADLINE: Sending Form 1099-R** to participants who received contributions during the previous year

FEBRUARY

28 **DEADLINE: Filing Form 1099-R with IRS** to report distributions made in previous year Deadline for electronic filing is March 31*

MARCH

15 **DEADLINE: ADP/ACP test corrective distributions** to avoid excise taxes, unless EACA for full year 2020

NOTE: A special deadline may apply to plans that satisfy the requirements of an eligible automatic contribution arrangement (EACA). See "June."

DEADLINE: Filing Partnership Tax Returns and Contribution for Deductability without an extension for companies operating on calendar-year fiscal year

DEADLINE: Requesting Automatic Extension to September 15 for partnership returns

31 **DEADLINE: Electronic Filing of Form 1099-R** to report contributions made in the previous year

APRIL

1 **REQUIRED: Beginning Date for Participants** attaining age 72 or retiring after age 72 in prior year

DEADLINE: To take first required minimum distribution (RMD) under Internal Revenue Code (IRC) Section 401(a)(9)]**

15 **DEADLINE: Processing Corrective Distributions** for IRC Section 402(g) excesses

DEADLINE: Filing Individual Tax Returns

DEADLINE: Contribution for Deductability for self-employed individuals without an extension

DEADLINE: Requesting Automatic Extension to October 15 for individual and corporate tax returns

MAY

JUNE

30 **DEADLINE: Processing Corrective Distributions** for failed ADP/ACP test from plan with EACA without 10% excise tax (if applicable)



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JULY

29 **DEADLINE: Sending Summary of Material Modifications (SMM)** 210 days after end of plan year in which the amendment was adopted.

31 **DEADLINE: Filing Form 5500** without extension.

DEADLINE: Filing Form 5558 to request automatic extension of time to file Form 5500 (to October 15)

DEADLINE: Filing Form 5330—Return of Excise Taxes Related to Employee Benefit Plans—used to report and pay excise taxes on prohibited transactions and excess 401(k) plan contributions that occurred in the prior year

AUGUST

SEPTEMBER

15 **EXTENDED DEADLINE: Filing Partnership Tax Returns**

DEADLINE: Contribution for Deductibility

30 **DEADLINE: Distributing Summary Annual Report (SAR)** to participants, unless deadline for Form 5500 was extended, then two months after due date for Form 5500 (December 15)

OCTOBER

15 **DEADLINE: Adopting Retroactive Amendment** to correct an IRC Section 410(b) coverage or IRC Section 401(a)(4) nondiscrimination failure

EXTENDED DEADLINE: Filing Form 5500

EXTENDED DEADLINE: Filing Individual and/or Corporate Tax Returns

FINAL DEADLINE: Contribution for Deductibility for these entities

NOVEMBER

DECEMBER

1 **DEADLINE: Sending Annual 401(k) and (m) Safe Harbor Notice**

DEADLINE: Sending Annual Qualified Default Investment Alternative (QDIA) Notice

DEADLINE: Sending Annual Automatic Contribution Arrangement Notice

NOTE: For administrative ease, a combined notice may be provided for the above notices.

15 **EXTENDED DEADLINE: Distributing SAR to Participants**

31 **DEADLINE: Processing Corrective Distributions** for failed ADP/ACP test with 10% excise tax

DEADLINE: Correcting a Failed ADP/ACP Test with qualified nonelective contributions (QNECs)

DEADLINE: Amendment to Convert Existing 401(k) Plan to Safe Harbor design for next plan year (provided notice requirement is met)

DEADLINE: Amendment to Remove Safe Harbor status for next plan year

DEADLINE: Amending Plan for Discretionary Changes implemented during plan year (certain exceptions apply, e.g., adding salary deferrals, cutting back accrued benefits). RMDs due under IRC Section 401(a)(9)

*The deadlines in this calendar are for plans with calendar-year plan years.

**The CARES Act provides a waiver of RMDs for defined contribution plans and IRAs for 2020.

Reminder: Required fee disclosures

PLAN SPONSOR

Initial disclosure: Required within a reasonable period before the contract is entered into or renewed

Annual disclosure: Required following changes in investment information

Additional disclosures: Required no later than 60 days after the effective date of the change for changes in compensation or services provided

PARTICIPANT

Initial disclosure: Required on or before the date when participants can first direct investments

Annual disclosure: Required to be updated and distributed at least annually

Additional disclosures: Required at least 30 days, but no more than 90 days, prior to certain plan changes



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