

# Compliance Reminders for the Calendar Plan Year 2023

The following list highlights important compliance dates for calendar-year plans. Please contact your FuturePlan consultant with questions about your plan.

Due Date	Action Items
<b>January</b>	
1/1	<b>Year end information requests</b> begin around this time. Clients should complete census and questionnaire.
1/15	<b>Minimum funding requirements</b> for defined benefit (DB), money purchase plan (MPP), and target benefit plan years ended April 30, 2022. <b>Quarterly contribution due</b> for DB plans that have a funding shortfall for the preceding plan year.
1/16	<b>Form 5500 extended filing due date</b> for plan years ended March 31.
1/31	<b>Defined Benefit Plan Funding Certification adjusted funding target attainment percentage</b> (AFTAP) is due for plan years ended April 30. <b>Form 5500 filing deadline</b> without an extension for plan years ended June 30, or deadline to file Form 5558 for an extended due date of April 18. <b>Deadline for 1099R</b> distribution, sent to participants receiving a distribution during the 2022 plan year.
<b>February</b>	
2/7	<b>Goal deadline for clients</b> to provide prefilled census files to consultants. <b>Year end data collection</b> tasks should be completed and submitted to FuturePlan. Data review is completed within 10 business days. Contribution calculations take four to six weeks once census data is in good order and any questions from FuturePlan about data are addressed.
2/15	<b>Minimum funding requirements</b> for DB, money purchase, and target benefit pension plan years ended May 31 must be met by February 15 to avoid excise taxes or operational failures. An electronic transfer must be completed, or a check mailed, by this date. <b>Form 5500 extended filing due date</b> for plan years ended April 30. <b>Deadline for 401(k)</b> and other participant investment directed retirement plan accounts to provide fee disclosure and benefit statements to participants (45 days after end of the quarter). Should include lifetime income disclosures as well.
2/28	<b>Cash Balance Plan Funding Certification</b> AFTAP is due for plan years ended May 31. <b>Form 5500 filing deadline</b> without an extension for plan years ended July 31, or deadline to file Form 5558 for an extended due date of May 15. <b>Form 1099R due</b> to the IRS for distributions to participants during 2022, if filing 1099R on paper.
<b>March</b>	
3/15	<b>Calendar year 401(k) plans</b> must process corrective distributions for failed nondiscrimination tests to avoid a 10% penalty tax. Certain automatic enrollment plans have until June 30. <b>Deadline to request waiver</b> of minimum funding standard for DB, pension plans and money purchase pension plans. <b>Deadline for retroactive</b> plan document amendment to increase pension plan retirement benefits and related employer contributions. <b>Tax return deadline</b> for S Corporations and Partnerships without extension. <b>Form 5500 extended filing due date</b> for plan years ended May 31.
3/31	<b>Defined Benefit Pension Plan Funding Certification</b> AFTAP is due. <b>Form 5500 filing deadline</b> without an extension for plan years ended August 31, or deadline to file Form 5558 for an extended due date of June 15. <b>Electronic filing deadline</b> of the Form 1099-R with the IRS.

# Compliance Reminders Continued

Due Date	Action Items
<b>April</b>	
4/1	<b>Initial required minimum distribution (RMD)</b> for those terminated participants or 5% owners who have attained age 72 or older. <b>Distribution campaign</b> process begins during second quarter.
4/15	<b>Deadline for processing corrective distributions</b> for elective deferrals that exceed IRC section 402(g) limits. <b>Quarterly contribution due</b> for DB plans that have a funding shortfall for the preceding plan year. <b>Minimum funding requirement</b> for DB, money purchase and target benefit plan year ended July 31. <b>Form 5500 extended filing due date</b> for plan years ended June 30.
4/18	<b>Tax return deadline</b> for Sole Proprietors and C Corporations without extension.
4/30	<b>Defined Benefit Pension Plan Funding Certification</b> AFTAP is due for plan years ended July 31.
<b>May</b>	
5/1	<b>Form 5500 filing deadline</b> without an extension for plan years ended September 30, or deadline to file Form 5558 for an extended due date of July 17.
5/15	<b>Deadline for 401(k)</b> and other participant investment directed retirement plan accounts to provide <b>fee disclosure and benefit statements to participants</b> (45 days after end of the quarter). Should include lifetime income disclosures as well. <b>Minimum funding requirement</b> for DB, money purchase and target benefit plan years ended August 31. <b>Form 5500 extended filing due date</b> for plan years ended July 31.
5/31	<b>Defined Benefit Pension Plan Funding Certification</b> AFTAP is due for plan years ended August 31. <b>Form 5500 filing deadline</b> without an extension for plan years ended October 31, or deadline to file Form 5558 for an extended due date of August 15.
<b>June</b>	
6/15	<b>March 31 plan year end 401(k) plans</b> must process corrective distributions for failed nondiscrimination tests to avoid a 10% penalty tax. <b>Form 5500 extended filing due date</b> for plan years ended August 31.
6/29	<b>Deadline to comply with Employee Stock Ownership Plan (ESOP)</b> related diversification requirements for certain ESOP participants.
6/30	<b>Defined Benefit Pension Plan Funding Certification</b> AFTAP is due for plan years ended September 30. <b>Form 5500 filing deadline</b> without an extension for plan years ended November 30, or deadline to file Form 5558 for an extended due date of September 15.
<b>July</b>	
7/15	<b>Quarterly contribution due</b> for DB plans that have a funding shortfall for the preceding plan year. <b>Minimum funding requirement</b> for DB, money purchase and target benefit plan years ended October 31.
7/17	<b>Form 5500 extended filing due date</b> for plan years ended September 30.
7/31	<b>Defined Benefit Pension Plan Funding Certification</b> AFTAP is due for plan years ended October 31. <b>Form 5500 filing deadline</b> without an extension for plan years ended December 31, or deadline to file Form 5558 for an extended due date of October 16.

# Compliance Reminders Continued

Due Date	Action Items
August	
8/15	<p><b>Deadline for 401(k) and other participant investment directed retirement plan accounts</b> to provide <b>fee disclosure and benefit statements, including lifetime income disclosures to participants</b> (45 days after end of the quarter).</p> <p><b>Minimum funding requirement</b> for DB, money purchase, and target benefit plan years ended November 30.</p> <p><b>Form 5500 extended filing due date</b> for plan years ended October 30.</p>
8/31	<p><b>Defined Benefit Pension Plan Funding Certification</b> AFTAP is due for plan years ended November 30.</p> <p><b>Form 5500 filing deadline</b> without an extension for plan years ended January 31, or deadline to file Form 5558 for an extended due date of November 15.</p>
September	
9/15	<p><b>Final prior year contribution is due</b> for clients sponsoring defined contribution plans, such as a 401(k), who have filed a tax return extension.</p> <p><b>Minimum funding contribution due</b> for DB and money purchase pension plans.</p> <p><b>Form 5500 extended filing due date</b> for plan years ended November 30.</p>
9/30	<p><b>Summary Annual Report</b> due for plan year ends December 31, unless Form 5500 is on extension.</p> <p><b>Defined Benefit Pension Plan Funding Certification</b> AFTAP is due for plan years ended December 31.</p>
October	
10/1	<p><b>Imposition of defined benefit pension plan benefit restrictions</b> if the AFTAP hasn't been certified for the current calendar plan year.</p> <p><b>Contribution verifications</b> for DB pension plans should be submitted to FuturePlan to ensure timely filing for the 5500.</p>
10/2	<p><b>Form 5500 filing deadline</b> without an extension for plan years ended February 28, or deadline to file Form 5558 for an extended due date of December 15.</p>
10/15	<p><b>Quarterly contribution due for DB plans</b> that have a funding shortfall for the preceding plan year.</p> <p><b>Deadline for a corrective (11-g) amendment</b> to the plan document to cure certain coverage, participation, and non-discrimination requirements.</p>
10/16	<p><b>Pension Benefit Guaranty Corporation (PBGC)</b> premium payment deadline for defined benefit plans.</p> <p><b>Form 5500 extended filing due date</b> for plan years ended December 31.</p>
10/31	<p><b>Defined Benefit Pension Plan Funding Certification</b> AFTAP is due for plan years ended January 31.</p> <p><b>Form 5500 filing deadline</b> without an extension for plan years ended March 31, or deadline to file form 5558 for an extended due date of January 15.</p>
November	
11/15	<p><b>Kickoff for Required Minimum Distribution cases.</b> Communications sent to plan sponsors regarding plan participants who will need an RMD.</p> <p><b>Deadline for 401(k) and other participant investment directed retirement plan accounts</b> to provide fee disclosure and benefit statements, including lifetime income disclosure information to participants (45 days after end of the quarter).</p> <p><b>Form 5500 extended filing due date</b> for plan years ended January 31.</p>
11/30	<p><b>Defined Benefit Pension Plan Funding Certification</b> AFTAP is due for plan years ended February 28.</p> <p><b>Form 5500 filing deadline</b> without an extension for plan years ended April 30, or deadline to file Form 5558 for an extended due date of February 15.</p>

# Compliance Reminders Continued

Due Date	Action Items
December	
12/1	<b>Safe harbor contribution notices, and QDIA notices</b> due for Safe Harbor Section 401(k)/403(b) safe harbor plans. <b>3(16) confirm all notices</b> have been mailed out.
12/15	<b>Summary Annual Report</b> due for defined benefit plans if Form 5500 is on extension. <b>September 30 401(k) plan year ends</b> must process corrective distributions for failed nondiscrimination tests to avoid a 10% penalty tax. <b>Form 5500 extended filing due date</b> for plan years ended February 28.
12/31	<b>Deadline to make corrective distributions for December 31 plan year ends</b> relating to prior calendar year failed ADP/ACP tests. Please note, a 10% excise tax may apply to such corrective distributions. <b>Deadline for correcting a prior testing year ADP/ACP test failure</b> with an Employer Qualified Non-Elective Contribution (QNEC). <b>Deadline for electing to be a safe harbor 401(k) plan</b> for the prior calendar year end, assuming the plan sponsor agrees to at least a 4% non-elective safe harbor contribution. <b>Deadline for RMD processing.</b> <b>Deadline for pension plan's enrolled actuary</b> to calculate a specific funding adequacy calculation AFTAP, if a range AFTAP was previously issued. <b>Defined Benefit Plan Funding Certification AFTAP</b> is due for plan years ended March 31. <b>Finalize plan amendments</b> for discretionary plan provision changes applicable to the current calendar plan year. <b>1/2/2024: Form 5500 filing deadline</b> without an extension for plan years ended May 31, or deadline to file Form 5558 for an extended due date of March 15.

## Important Cash Balance Plan Reminders:

- Annual funding notices for small plans must be provided by the earlier of the date the Form 5500 is filed or the due date of Form 5500 including extensions.
- Annual funding notices for large plans (over 100 employees) must be provided no later than 120 days following the end of the plan year.
- Qualified plan freeze amendments must be completed prior to benefits accruing. Please work with your plan consultant to discuss requirements for your plan.