

Defined Contribution Plan Compliance Calendar

Please be advised of the following important 2017 due dates for ERISA compliant defined contribution plans.

Note that these dates are for retirement plans following a calendar plan year, ending December 31.

This information was originally published by the IRS and DOL and can be found on their respective websites.

Compliance Deadline	Comments
January 31	Deadline for sending Form 1099-R to participants who received distributions during the previous year.
February 28	Deadline for filing IRS Form 1099-R (paper format).
March 15	Deadline to make tax-deductible employer contributions for previous fiscal year (assuming no partnership tax extension).
March 15	IRC deadline for issuing distributions due to failed ADP/ACP test to avoid a 10% excise tax (if Nondiscrimination Testing is required).
March 31	Deadline to file IRS Form 1099-R (electronically).
March 31	Deadline for reporting excise taxes for late return of excess distributions using IRS Form 5330.
April 1	Required beginning date for Required Minimum Distributions (RMDs) for terminated participants or owners aged 70 1/2.
April 15	Deadline to make tax-deductible employer contributions for previous fiscal year (assuming no corporate tax extension).
April 15	IRC deadline for corrective deferrals made in excess of the IRC Section 402(g) limit (\$18,000 for 2016).
June 30	For EACA plans only: Deadline for issuing distributions due to failed ADP/ACP test.
July 31	Deadline for sending Summary of Material Modification (210 days after end of plan year in which a plan amendment was adopted).
July 31	Deadline for filing Form 5558 with the IRS to request a 2 1/2 month extension for filing Form 5500/8955 SSA.
July 31	Deadline for filing Form 5500/8955-SSA with the DOL (without extension).
September 15	Deadline to make tax-deductible employer contributions for previous fiscal year (assuming partnership tax extension was filed).
October 1	Deadline for distributing Summary Annual Report to plan participants (without Form 5500 extension).
October 15	Deadline for filing Form 5500/8955-SSA with the DOL (under a Form 5558 extension).
October 15	Deadline to make tax-deductible employer contributions for previous fiscal year (assuming corporate tax extension was filed).
December 1	Deadline for delivery of required annual participant notices (e.g. Safe Harbor, QDIA, Automatic Enrollment, etc.).
December 15	Deadline for distribution Summary Annual Report (under a Form 5558 extension).
December 31	Deadline for issuing corrective distributions for prior year's ADP and/or ACP testing failures—10% excise tax will apply.
December 31	Deadline for any plan amendments to be effective for 2017.

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Compliance Deadline	Ad Hoc Tasks
Annually and 30 days prior to effective date of change	Distribute the annual participant fee disclosure required under ERISA 404(a)(5) to any plan-eligible employee as well as terminated employees or beneficiaries with an account balance.
Once per year	Distribute small account balances for terminated participants (plan document must permit).
Rolling	Distribute Summary Plan Description to plan participants within 90 days of becoming eligible. SPD must also be distributed to plan participants every 5 years, if the plan has been amended in that time.

Compliance Deadline	Fiduciary Best Practices
Once per year	Use any unallocated plan forfeitures.
Annually	Review of Plan Sponsor and Administrator Fiduciary Functions and Procedures
Annually	Review Investment Policy Statement—update as needed
Annually	Review Service Providers Fees and Performance
Quarterly/Annually	Retirement Plan Committee Meeting
Quarterly	Monitor Plan Investment Options

Note: Generally, when the due date for an IRS or Department of Labor (DOL) form falls on Saturday, Sunday, or a legal holiday, the deadline is extended to the next business day.

Contact Us

For more information on compliance deadlines or any other questions related to your employer-sponsored retirement plan, please contact us today.

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01252018