



Important Deadlines for 401(k) Plans

Coastal Retirement Consultants, LLC strives to provide our clients with a superior customer experience. We recognize the deadlines plan sponsors must observe are numerous and complex. As a result, we have prepared the following summary which is intended to serve as a convenient reference. It includes some of the most common deadlines but is not a comprehensive listing of all deadlines that impact 401(k) plans. If you have any questions or would like additional information, please contact us!

Due Date	Description	Due Date Explanation	Government Form
Administrative Deadlines for 401(k) Plans			
Each payroll period	Remittance of participant deferrals and loan payments	Must be deposited as soon as administratively feasible Note: <i>Small plan filers may use the DOL safe harbor of 7 business days from the payroll date</i>	N/A
3/1	Notification to plan sponsor <u>by participants</u> of excess deferrals (applies to participants who participated in more than one unrelated employer-sponsored plan)	March 1 st of each year (same date for plans with non-calendar plan years)	N/A
3/15	Corrective distributions for ADP/ACP testing failures, unless EACA (10% excise tax applies to distributions made after this date)	2 ½ months after the close of the plan year	N/A
3/15	Due date for corporations to fund employer contributions (without extension)	2 ½ months after the corporation's year-end	N/A
4/1	Payment of excise taxes related to late corrective distributions issued for ADP/ACP testing failures	Last day of the 15 th month after the close of the plan year in which the testing failure occurred	Form 5330
4/1	Required minimum distributions (applies to first year only)	No later than April 1 st of the year following the year in which the participant attained age 70 ½ (if participant is not a 5% owner, must also have retired/terminated)	N/A
4/15	Corrective distributions for excess deferrals (i.e. participant deferrals made in excess of the annual limit - \$17,500 for 2014)	April 15 th of each year (same date for plans with non-calendar plan years)	N/A
4/15	Due date for sole-proprietors to fund employer contributions (without extension)	4 ½ months after the close of the taxable year	N/A
4/15	Due date for partnerships to fund employer contributions (without extension)	4 ½ months after the partnership's year-end	N/A
6/30	Extended due date for issuing corrective distributions for ADP/ACP testing failures (10% excise tax applies to distributions made after this date)	6 months after the close of the plan year Note: <i>Applies only to plans that include an eligible automatic contribution arrangement</i>	N/A
7/31	Payment of excise taxes related to prohibited transactions	Last day of the 7 th month following the end of the taxable year	Form 5330
7/31	Due date for filing Form 5500 – Annual Report/Return of Employee Benefit Plan Due date for filing extension for return (2 ½	Last day of the 7 th month following the close of the plan year	Form 5500 Form 5558



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Due Date	Description	Due Date Explanation	Government Form
Administrative Deadlines for 401(k) Plans (cont.)			
9/15	Extended due date for corporations to fund employer contributions	6 months after original deadline for filing corporate tax return, if extended	N/A
9/15	Extended due date for partnerships to fund employer contributions	5 months after original deadline for filing partnership tax return, if extended	N/A
10/15	Extended deadline for sole-proprietors to fund employer contributions	6 months after initial filing deadline, if extended	N/A
10/15	Retroactive plan amendment to correct coverage testing failure (if applicable)	9 ½ months after the close of the plan year	N/A
10/15	Extended due date for filing Form 5500	2 ½ months after initial filing deadline, if extended	Form 5500
12/31	Required minimum distributions	December 31 st of each year (<i>may be delayed until following April 1st for first year only</i>)	N/A
12/31	Corrective distributions for ADP/ACP testing failures with 10% excise tax	Last day of the plan year following the plan year in which the testing failure occurred	N/A
Annual Participant Notices and Communications			
9/30	Delivery of Summary Annual Report to plan participants	Last day of the 9 th month following the close of the plan year, unless Form 5500 was extended	N/A
12/1	Safe Harbor Notice (also includes "maybe" safe harbor notice for next year & supplemental notice)*	Must be delivered to plan participants between 30 and 90 days prior to the beginning of the plan year	N/A
12/1	Qualified Default Investment Alternative Notice *	At least 30 days prior to the beginning of the plan year	N/A
12/1	Automatic Enrollment Notice*	Must be delivered to plan participants between 30 and 90 days prior to the beginning of the plan year	N/A
12/15	Extended deadline for delivery of Summary Annual Report to plan participants	2 months after the extended deadline for filing Form 5500	N/A
Annual	Annual disclosure to participants regarding plan investments and fees ("404(a)(5) disclosure")	Must be provided on or before the date the participant can first direct his or her investments and annually thereafter (within 12 months of the last notice provided)	N/A
Other Participant Notices and Communications			
As Needed	Summary Plan Description	In general, must be provided to employees within 90 of becoming eligible to participant in the plan	N/A
As Needed	Summary of Material Modifications	210 th day following the close of the plan year in which the amendments were adopted	N/A
As Needed	Black-Out Notice	Must be provided 30 to 60 days prior to the start of the black-out period	N/A



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Due Date	Description	Due Date Explanation	Government Form
Other Participant Notices and Communications (cont.)			
As Needed	Notice of changes to general plan-related information contained in the annual 404(a)(5)	Must be provided 30 to 90 days prior to the effective date for the change	N/A
Qrtly.	Disclosure of actual charges for plan fees and expenses to plan participants	Must be disclosed on at least a quarterly basis (typically reported on participant statements)	N/A
Other Important Deadlines			
1/31	Due date for issuing Form 1099-R to participants to report plan distributions	January 31 of each year	Form 1099R
1/31	Due date for filing return to report federal income tax withheld on plan distributions	January 31 of each year (later date applies if taxes were paid timely)	Form 945
2/28	Due date for reporting participant distributions to the IRS	February 28 (if mailed); April 1 (if filed electronically)	Form 1099R Form 1096
3/15	Due date for filing corporate tax return (without extension) Due date for filing extension for corporate tax return (6-month extension)	2 ½ months after the corporation's year-end	Form 1120 Form 7004
4/15	Due date for filing individual return, without extension Due date for filing extension for individual tax return (6-month extension)	4 ½ months after the end of the taxable year	Form 1040 Form 4868
4/15	Due date for filing partnership return, without extension Due date for filing extension for partnership tax return (5-month extension)	4 ½ months after the end of the partnership's year-end	Form 1065 Form 8736
9/15	Extended due date for filing corporate tax returns	6 months after original due date, if extended	Form 1120
9/15	Extended due date for filing partnership tax returns	5 months after original due date, if extended	Form 1065
10/15	Extended due date for filing individual tax returns	6 months after original due date, if extended	Form 1040

Other Information

**Safe harbor, QDIA, and automatic enrollment notices should also be provided throughout the year to new participants prior to becoming eligible for the plan.*

The due dates listed above are generally for plans that operate on a calendar plan-year basis (unless otherwise noted) and are assumed to fall on a normal business day.

Some due dates may be automatically extended to the next business day under IRC §7503 when they fall on a weekend or holiday; however, this does not apply to all deadlines. If you have questions regarding a specific deadline, please contact us.

The information presented is for information purposes only and does not represent legal or tax advice.