



**RPCSI**



**Defined Contribution Plans**

**2024**



**ANNUAL COMPLIANCE  
CALENDAR & CHECKLIST**

# 2024 KEY COMPLIANCE AND REPORTING DATES

## DEFINED CONTRIBUTION PLANS | Single-employer defined contribution plans for plan years beginning Jan. 1, 2024<sup>1</sup>

This Annual Compliance Calendar and Checklist is a helpful and easy-to-use schedule of significant plan events to help keep your plan in compliance, establish plan milestones, and maintain an effective plan. The detailed plan event information and due dates listed on this calendar are applicable for calendar year plans and are not applicable to all plans. Some of the dates indicated on this calendar may differ if your company is not a corporation. If your plan is not a calendar year plan, or your company is not a corporation, you will need to discuss your plan's specific deadlines with your plan counsel, attorney, or service provider. Certain deadlines may vary if they fall on a weekend or holiday. Please consult with your attorney or other plan advisor for more information on how this may affect your plan.

DUE DATE	ACTION ITEMS	DATE COMPLETED
Any date	Conduct annual fiduciary meeting.	<u>  </u> / <u>  </u> / <u>  </u> M D Y
January 31	Form 1099-R is sent to participants and beneficiaries to report 2023 distributions, including direct rollovers from your plan. Form 945 for 2023 nonpayroll withholding if taxes were not paid in full and deposited on time. <sup>2</sup>	<u>  </u> / <u>  </u> / <u>  </u> M D Y <u>  </u> / <u>  </u> / <u>  </u> M D Y
February 12	Form 945 for 2023 nonpayroll withholding if taxes were paid in full and deposited on time. <sup>2</sup>	<u>  </u> / <u>  </u> / <u>  </u> M D Y
February 14	Q4 2023 benefit statement for participant-directed plan. Q4 2023 participant fee disclosure.	<u>  </u> / <u>  </u> / <u>  </u> M D Y <u>  </u> / <u>  </u> / <u>  </u> M D Y
February 28	Form 1099-R to IRS if filed on paper (use Form 1096 to transmit). <sup>3</sup>	<u>  </u> / <u>  </u> / <u>  </u> M D Y
March 15	If plan (other than Safe Harbor Plan) failed 2023 ADP/ACP test, refund excess contributions and/or recharacterize salary deferrals as catch-up contributions to avoid 10% excise tax.	<u>  </u> / <u>  </u> / <u>  </u> M D Y
March 31	Form 1099-R to IRS if filed electronically. <sup>3</sup>	<u>  </u> / <u>  </u> / <u>  </u> M D Y
April 1	First required minimum distributions to participants who retired in 2023 at age 73 or older.	<u>  </u> / <u>  </u> / <u>  </u> M D Y
April 15	Refunds of 2023 elective deferrals exceeding 402(g) limit.	<u>  </u> / <u>  </u> / <u>  </u> M D Y
May 15	Q1 2024 benefit statement for participant-directed plan. Q1 2024 participant fee disclosure.	<u>  </u> / <u>  </u> / <u>  </u> M D Y <u>  </u> / <u>  </u> / <u>  </u> M D Y

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DUE DATE	ACTION ITEMS	DATE COMPLETED
June 30	If eligible automatic contribution arrangement failed 2023 ADP/ACP test, refunds of excess contributions and/or recharacterization of pretax deferrals as aftertax or catch-up contributions to avoid 10% excise tax. <sup>4</sup>	<u>  </u> / <u>  </u> / <u>  </u> M D Y
July 28	Summary of material modifications (or updated summary plan description) to participants for amendments adopted in 2023 plan year. <sup>4</sup>	<u>  </u> / <u>  </u> / <u>  </u> M D Y
July 31	Form 5500 for 2023 plan year, without extension. <sup>5</sup>	<u>  </u> / <u>  </u> / <u>  </u> M D Y
	Form 8955-SSA and terminated vested participant statements for 2023 plan year, without extension. <sup>5</sup>	<u>  </u> / <u>  </u> / <u>  </u> M D Y
	Form 5558 to extend Forms 5500 and 8955-SSA due date by 2½ months for 2023 plan year (use a single Form 5558 to extend both filings) unless automatically extended with corporate income tax return. <sup>5</sup>	<u>  </u> / <u>  </u> / <u>  </u> M D Y
	Annual benefit statement for plans not offering participant-directed investments (due by Form 5500 deadline or, if earlier, date 5500 actually filed). <sup>5</sup>	<u>  </u> / <u>  </u> / <u>  </u> M D Y
	Form 5330 Excise Tax Return and payment for excise penalties owed for calendar year-end plans	<u>  </u> / <u>  </u> / <u>  </u> M D Y
Aug. 14	Q2 2024 benefit statement for participant-directed plan.	<u>  </u> / <u>  </u> / <u>  </u> M D Y
	Q2 2024 participant fee disclosure.	<u>  </u> / <u>  </u> / <u>  </u> M D Y
Sept. 15	Minimum funding contribution due for money purchase pension plans for 2023 plan year. <sup>4</sup>	<u>  </u> / <u>  </u> / <u>  </u> M D Y
Sept. 30	Summary annual report for 2023 plan year (unless Form 5500 deadline extended). <sup>6</sup>	<u>  </u> / <u>  </u> / <u>  </u> M D Y
	Form 5330 excise tax return for excise penalties for calendar year plans, if due date extended by Form 5558.	<u>  </u> / <u>  </u> / <u>  </u> M D Y
Oct. 3	First day to provide annual safe harbor plan notice for 2025 plan year. <sup>7</sup>	<u>  </u> / <u>  </u> / <u>  </u> M D Y
	First day to provide annual auto-enrollment notice(s) for 2025 plan year. <sup>8</sup>	<u>  </u> / <u>  </u> / <u>  </u> M D Y

# 2024 KEY COMPLIANCE AND REPORTING DATES

## DEFINED CONTRIBUTION PLANS | Single-employer defined contribution plans for plan years beginning Jan. 1, 2024<sup>1</sup>

DUE DATE	ACTION ITEMS	DATE COMPLETED
Oct. 15	<p>Form 5310-A qualified separate line-of-business election for 2023 testing year (or revocation of prior year election).</p> <p>Correction of minimum coverage or nondiscrimination testing failures for the 2023 plan year.</p> <p>Contributions correcting 2023 ADP/ACP test failures to count as 2023 annual additions.</p> <p>Form 5500 for 2023 plan year, if due date extended by Form 5558 or corporate income tax extension.<sup>5</sup></p> <p>Form 8955-SSA and terminated vested participant statements for 2023 plan year, if due date extended by Form 5558 or corporate income tax extension.<sup>5</sup></p> <p>Annual benefit statement for plans not offering participant-directed investments (due by extended Form 5500 deadline or, if earlier, date 5500 actually filed).<sup>5</sup></p>	<p>___/___/___ M D Y</p> <p>___/___/___ M D Y</p> <p>___/___/___ M D Y</p> <p>___/___/___ M D Y</p> <p>___/___/___ M D Y</p> <p>___/___/___ M D Y</p>
Nov. 14	<p>Q3 2024 benefit statement for participant-directed plan.</p> <p>Q3 2024 participant fee disclosure.</p>	<p>___/___/___ M D Y</p> <p>___/___/___ M D Y</p>
Dec. 2	<p>Last day to provide annual safe harbor plan notice for 2025 plan year.<sup>7</sup></p> <p>Last day to provide annual auto-enrollment notice(s) for 2025 plan year.<sup>8</sup></p> <p>Annual qualified default investment alternative notice for 2025 plan year.</p> <p>Diversification notice to participants first eligible to divest employer securities on Jan. 1, 2025.</p>	<p>___/___/___ M D Y</p> <p>___/___/___ M D Y</p> <p>___/___/___ M D Y</p> <p>___/___/___ M D Y</p>
Dec. 15	<p>Summary annual report for 2023 plan year, if 5500 due date extended by Form 5558 or corporate income tax extension.<sup>4,6</sup></p>	<p>___/___/___ M D Y</p>
Dec. 31	<p>Required minimum distributions to participants who already received first distribution.</p> <p>If plan failed 2023 ADP/ACP test, refunds and/or recharacterization of excess contributions (if not already done by earlier applicable deadlines, to be treated as timely corrected).</p>	<p>___/___/___ M D Y</p> <p>___/___/___ M D Y</p>

# 2024 KEY COMPLIANCE AND REPORTING DATES

## NOTES

1. This list summarizes common reporting, disclosure and other operational compliance obligations for single-employer, tax-qualified defined contribution plans covered by ERISA (excluding employee stock ownership plans) that have more than 100 participants and are sponsored by for-profit corporations with calendar plan years. This list is not exhaustive. Your plan may have other operational compliance requirements. For more information, see the plan reporting and disclosure guides from the IRS and the Department of Labor. When the “weekend rule” applies, deadlines falling on a Saturday, Sunday or holiday move to the next business day; otherwise, actions should be taken by the business day before a weekend/holiday deadline.
2. Deadline for Form 945 is extended 10 days if taxes paid in full for the year and deposited on time.
3. Deadline for filing Form 1099-R with IRS is extended one month for electronic filers.
4. Although this date is a Saturday, Sunday or legal holiday, no guidance clearly allows using the weekend rule to move this due date to the next business day.
5. An automatic 2½-month extension to file Form 5500 and/or Form 8955-SSA is available by filing Form 5558. Without filing Form 5558, an employer that is granted an automatic extension for its corporate tax return and has the same tax year as the plan year receives an automatic extension to file Forms 5500 and 8955-SSA by the extended filing deadline for the corporate tax return (but no later than 9½ months after plan year-end). The Form 5558 deadline for a calendar-year plan and extended corporate tax return deadline for a calendar-year C corporation fall on the same day: Oct. 15. However, S corporations must file Form 5558 to get the maximum extension. Employers that rely on the corporate tax return automatic extension to extend the deadline for the Form 5500 and/or 8955-SSA can't obtain an additional extension by filing Form 5558.
6. The summary annual report must be distributed within two months after the due date of Form 5500 (including extensions).
7. The SECURE Act eliminated the safe harbor notice requirement for some — but not all — plans that make safe harbor nonelective contributions. The earliest the safe harbor notice for the 2025 plan year can be furnished is Oct. 3, 2024 (Tuesday), which is 90 days before the beginning of the 2025 plan year.
8. The earliest the auto-enrollment notice(s) for the 2025 plan year can be furnished is Oct. 3, 2024 (Tuesday), which is 90 days before the beginning of the 2025 plan year.



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