



2017 - 2018 Compliance Calendar

November, 2017

- November 14 – Deadline for providing 3rd quarter benefit statements and quarterly fee disclosures to participants in a participant directed plan (45 days before year-end).
- Deadline for providing the Summary Annual Report (“SAR”) for plans that extended their Form 5500 filing to September 15, 2017 using their corporate or partnership tax filing extension. (10 ½ months after the plan’s year-end).

December, 2017

- December 2 – 401(k) Traditional Safe Harbor, Qualified Automatic Contribution Arrangement (“QACA”) Safe Harbor, Qualified Default Investment Account (“QDIA”), Eligible Automatic Contribution Arrangement (“EACA”) or Automatic Contribution Arrangement (“ACA”) participant notices due (30 days before year-end, most no earlier than 90 days before year-end).
- December 15 – Deadline for providing the Summary Annual Report for plans that extended their Form 5500 filing to October 15, 2017 using Form 5558.
- December 31 – Deadline for making corrective distributions for failed ADP/ACP tests for the previous year without jeopardizing tax qualification status. Excise tax of 10% applies.
- Deadline for making qualified non-elective contribution (“QNEC”) or qualified matching contributions (“QMAC”) related to failed ADP/ACP tests for the prior year using current year testing method.
- Deadline for an amendment to convert an existing 401(k) plan to a Safe Harbor design in the next plan year (however, see notice to participant deadline above).
- Deadline for any amendment to remove a safe harbor provision for the next plan year.
- Deadline for amending the plan for other changes made during the plan year.
- Deadline for making required minimum distributions to participants, in accordance with plan provisions, whose required beginning date has already occurred.

January, 2018

January 1 – Insure payroll calculations were correctly updated for the 2018 plan limits, which have almost all been increased over the 2017 limits:

<u>Limit Item</u>	<u>2018 Limit</u>	<u>2017 Limit</u>
Annual Elective Deferral Contribution Limit	\$ 18,500	\$ 18,000
Annual Catch-Up Contributions Limit	\$ 6,000	\$ 6,000
Annual Defined Contribution Limit	\$ 55,000	\$ 54,000
Annual Compensation Limit	\$ 275,000	\$ 270,000
Highly Compensated Employees Limit	\$ 120,000	\$ 120,000

January 31 – Deadline for W-2 reporting to employees.
 Deadline for 1099-R reporting to participants.
 Deadline for Form 945 to report to IRS withholding during the prior year.

February, 2018

February 14 – Deadline to provide 4th quarter benefit statements and quarterly fee disclosure to participants in a participant directed plan (45 days after year-end).

February 28 – Deadline to file 1099-R in paper format with the IRS to report distributions made in the previous calendar year.

March, 2018

March 15 – Deadline for processing corrective distributions for failed ADP/ACP tests in order to avoid 10% excise tax (2 ½ months after year-end).

Deadline for making calendar year employer contribution for deductibility purposes for corporations with no tax extension filed (2 ½ months after year-end).

March 31 – Deadline to file Form 1099-R in electronic format with the IRS to report distributions made in the previous calendar year.

April, 2018

- April 1 – Deadline for making initial required minimum distribution payments.
- April 15 – Deadline for processing corrective distributions of excess deferrals under Code Section 402(g).

May, 2018

- May 14 – Deadline for providing 1st quarter benefit statements and quarterly fee disclosures to participants in a participant directed plan (45 days after 1st quarter year-end).

June, 2018

- June 30 – Deadline for processing corrective distributions for plans with an EACA for failed ADP/ACP tests in order to avoid 10% excise tax (6 months after year-end).

July, 2018

- July 29 – Deadline for sending Summary of Material Modifications to participants (210 days after plan year to which amendments related to).
- July 31–
 - Due date for Form 5500 if no extension (7 months after the plan's year-end).
 - Deadline to request an extension for filing the Form 5500 for the 2017 Form 5500 (7 months after the plan's year end).
 - Last day to file Form 5330, Return of Excise Taxes Related to Employee Benefit Plans, which is used to report excise taxes on prohibited transactions such as corrective distributions, late remittances, etc. (7 months after the plan's year end).
 - Deadline for providing benefit statements to participants for plans that do not allow for participant directed investments and that do not have an extension for filing Form 5500.

August, 2018

- August 14 – Deadline for providing 2nd quarter benefit statements and quarterly fee disclosures to participants in a participant directed plan (45 days after 2nd quarter year-end).

September, 2018

- September 15 – Deadline for making calendar year employer contribution for deductibility purposes (for corporations with tax extension filed) (8 ½ months after year-end).
- Deadline for filing Form 5500 if a corporate or partnership tax year extension was used for form 5500 purposes.
- Deadline for providing benefit statements to participants for plans that do not allow for participant directed investments and that have been granted an extension for filing Form 5500 with corporate or partnership extension.
- September 30 – Deadline for distributing the SAR to participants if no extension to file the Form 5500 was made (2 months after Form 5500 initial filing date).

October, 2018

- October 2 – Earliest date for providing the annual 401(k) safe harbor, QACA safe harbor, QDIA, EACA, or ACA notice (no earlier than 90 days before the beginning of the plan year).
- October 15 – Deadline for filing the Form 5500 when an extension was filed for the 2017 Form 5500 with Form 5558 (9 ½ months after year end).
- Deadline for providing benefit statements to participants for plans that do not allow for participant directed investments and that have been granted an extension for filing Form 5500 with Form 5558.
- Deadline for adopting a retroactive amendment to correct a Code Section 410(b) coverage or Section 401(a)(4) nondiscrimination failure occurring in the previous plan year (9 ½ months after year end).

November, 2018

- November 14 – Deadline for providing 3rd quarter benefit statements and quarterly fee disclosures to participants in a participant directed plan (45 days after 3rd quarter year-end).
- Deadline for providing the SAR for plans that extended their Form 5500 filing to September 15, 2018 using their corporate or partnership tax filing extension (10 ½ months after the plan's year-end).

December, 2018

- December 2 – 401(k) Safe Harbor, QACA Safe Harbor, QDIA, EACA or ACA notice due (30 days before the beginning of the plan year).
- December 15 – Deadline for providing the SAR for plans that extended their Form 5500 filing to October 15, 2018 using Form 5558 (11 ½ months after the plan's year-end).
- December 31 – Deadline for making corrective distributions for failed ADP/ACP test for the previous year without jeopardizing tax qualification status. Excise tax of 10% applies (last day of the plan year).
- Deadline for making QNEC or QMAC contributions related to failed ADP/ACP tests for prior year using current year testing method (last day of the plan year).
- Deadline for an amendment to convert an existing 401(k) plan to a Safe Harbor design in the next plan year (last day of the plan year).
- Deadline for an amendment to remove a safe harbor provision for the next plan year (last day of the plan year).
- Deadline for amending the plan for other changes made during the plan year (last day of the plan year).
- Deadline for making required minimum distributions to participants whose required beginning date has already occurred.

At Least Once in Every 14-Month Period

Deadline for providing to participants in a participant-direct plan, all fee and investment information required to be disclosed.

Note: The compliance deadlines are based upon a December year end. If the deadline falls on a weekend or holiday, the deadline is generally extended to the next business day. In addition, this list provides the most common compliance deadlines and should not be considered a comprehensive listing.

This information is meant to be a general overview of typical employee benefit plans - related issues encountered by employee benefit plan administrators and is not meant to be a comprehensive review of any specific employee benefit plan topic. Nothing herein should be construed as offering accounting or tax advice.

2017 Hedman Partners - All rights reserved, including the right to reproduce this calendar or any portion thereof, in any form.