

ADMINISTRATION AND COMPLIANCE REFERENCE GUIDE

This reference guide outlines the standard notice, compliance and government filing requirements that are required when maintaining a qualified retirement plan. We strongly encourage you to review this document regularly to ensure you are fulfilling your responsibilities as a plan sponsor. Please contact your plan consultant with any questions you have.

NOTICES, FORMS & DOCUMENTS

| ACTION ITEM | TIMING REQUIREMENTS | RESPONSIBLE PARTY | | | |
|---|---|---------------------------------------|--|-------------------------------|--|
| | | Employer/ Plan Sponsor | Third Party Administrator/ Actuary | Recordkeeper | Financial Professional |
| ALL PLANS | | | | | |
| Summary Plan Description to eligible participants and beneficiaries | Generally due within 90 days of becoming eligible | Distribute | Prepare Document | Distribute upon Request | |
| Summary of Material Modifications (SMM) to eligible participants and beneficiaries | Within 210 days after the plan year of a material change in plan document provisions | Distribute | Prepare Document | Distribute upon Request | |
| Beneficiary Designations for eligible participants/beneficiaries | Upon enrollment or change of status | Distribute & Maintain Current Records | Prepare Document | Maintain Records upon Request | |
| Annual Benefit Statement to participants/beneficiaries with benefit under the plan | Within a reasonable time following end of the plan year valuation | Distribute | Prepare Document | Distribute upon Request | |
| 401(K) PLANS AND PLANS WHERE PARTICIPANT DIRECTS INVESTMENTS | | | | | |
| Salary Deferral & Investment Election Forms for all eligible participants | Upon eligibility | Distribute & Maintain Current Records | Prepare Document | Maintain Records upon Request | Distribute |
| Safe Harbor Notice to eligible participants of safe harbor plans | Generally due 30 days before participant becomes eligible. Annual notice due 30 days prior to start of plan year. | Distribute | Prepare Document | Distribute upon Request | |
| Automatic Contribution Arrangement (ACA) Notice to participants subject to automatic contribution arrangements | Generally due 30 days before participant becomes eligible. Annual notice due 30 days prior to start of plan year. | Distribute | Prepare Document | Distribute upon Request | |
| 404(a)(5) Notice to participants who have the ability to direct the investments of their accounts | 30 days prior to first contribution and annually thereafter | Distribute | | Distribute upon Request | |
| Investment Policy Statement in plans where participants have the ability to direct the investments of their accounts | At least annually | Review Periodically | | | Prepare Document & Review Periodically |
| Quarterly Benefit Statement to all participants/beneficiaries who have the ability to direct the investments of their accounts | 45 days after end of plan quarter | | | Prepare Document & Distribute | |
| ESOP PLANS | | | | | |
| Diversification Election Forms for participants who have attained age 55 with 10 years participation in the ESOP | Election must be given 90 days following plan year end. Payment made within 6 months following plan year end. | Distribute & Maintain Current Records | Prepare Document | | |
| DEFINED BENEFIT PLANS | | | | | |
| Annual Funding Notice for plans covered by Pension Benefit Guaranty Corporation (PBGC) | Due date of Form 5500 for plans with 100 or fewer participants. Due 120 days after plan year end otherwise. | Distribute | Prepare Document and Distribute upon Request | | |



1328 N Whitman Lane, Liberty Lake, WA 99019
509 838 5500 | 888 682 4406

828 Great Northern Blvd, Helena, MT 59601
406 449 5500 | 800 765 9429

COMPLIANCE FUNCTIONS

| ACTION ITEM & TIMING | LIMITS/CORRECTION | RESPONSIBLE PARTY | | | |
|---|--|---------------------------------------|--|--------------|---------------------------|
| | | Employer/ Plan Sponsor | Third Party Administrator/ Actuary | Recordkeeper | Financial Professional |
| ALL PLANS | | | | | |
| Employer Contributions within 2½ months following PYE without extension | Employer contributions limited to 25% of eligible compensation. | Calculate Results if done per payroll | Calculate Results | | |
| 415 Limits after PYE | Plan document defines correction method. Excess amounts can be returned to employee, reallocated or forfeited. | | Calculate Results | | |
| Top Heavy Testing after PYE | All plans of employer are aggregated. Top heavy plans are subject to minimum employer contributions. | | Calculate Results | | |
| General Non-Discrimination Testing after PYE | Minimum gateway contributions may apply. | | Calculate Results | | |
| Required Minimum Contributions by end of calendar year in which employee turns 70 ½. | 50% excise tax applies to missed distributions | | Calculate Results | | |
| 401(K) & 403(B) PLANS | | | | | |
| Monitor Employee Deferral Limits by April 15 | Excess deferral plus earnings returned to employee | Monitor | Calculate Results | | |
| ADP/ACP Nondiscrimination Tests within 2 ½ months following PYE | Excess contributions plus earnings returned to employee or additional employer contributions. | | Calculate Results | | |
| DEFINED BENEFIT PLANS | | | | | |
| AFTAP Certification within first 9 months of plan year. | Restrictions may apply for AFTAPs under 80%. | | Prepare Document | | |

REPORTING RESPONSIBILITIES

| FORM/NOTICE | DEADLINE | RESPONSIBLE PARTY | | | |
|------------------------------|--|---------------------------|--|----------------------------------|---------------------------|
| | | Employer/ Plan Sponsor | Third Party Administrator/ Actuary | Recordkeeper | Financial Professional |
| ALL PLANS | | | | | |
| Form 1099-R | January 31st | | | Prepare, File, and Mail Document | |
| Form 945 | February 11th | | | Prepare, File, and Mail Document | |
| Form 5500 | 7 months following PYE. 2½ month extension may be requested. | | Prepare & File Document | | |
| Form 8955-SSA | 7 months following PYE. 2½ month extension may be requested. | | Prepare & File Document | | |
| Summary Annual Report | 2 months after Form 5500 is filed. | | Prepare Document | | |
| DEFINED BENEFIT PLANS | | | | | |
| PBGC Filing | Generally the 15th day of 10th month after PYE | Make Payment | Prepare Document | | |



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