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	

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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		

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		

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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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