

# 2015 Year End Compliance Checklist

## June

### **June 30**

Issue corrective distributions due to failed ADP/ACP test for Eligible Automatic Contribution Arrangements (EACAs).  
Corrective distributions deadline.

## July

### **July 31**

File Form 5500 and Form 8955-SSA (or deadline to file an extension: Form 5558). Annual Return: The Form 5500 is to be filed 7 months after plan year end.

File Form 5330 (Return of Excise Taxes related to Employee Benefit Plans) - used to report and pay excise taxes on prohibited transactions and excess 401(k) plan contributions that occurred in the prior year.

## September

### **September 15**

Contribution deadline. Fund employer contributions deductible for previous plan year.

### **September 30**

Distribute Summary Annual Report (SAR) if the Form 5500 deadline was not extended. Summary of the plan, as reported on the Form 5500 (includes beginning/ending balance, contributions, distributions, gains/losses, etc.).

## October

### **October 15**

File Form 5500 and Form 8955-SSA (with extension) Annual Return: The Form 5500 is to be filed 7 months after plan year end or file for an extension of 2 ½ months.

Non-safe harbor employer discretionary contributions testing deadline. Annual testing deadline.

Adopt a retroactive amendment to correct a 410(b) coverage or 401(a)(4) nondiscrimination failure for 2014. Retroactive amendment.

## December

### **December 1**

Safe Harbor Notice (30-90 days before start of the plan year)  
**For newly eligible employees:** to be distributed no later than the eligibility date and no earlier than 90 days prior to that date.  
**Ongoing:** should be distributed 30-90 days before the start of the plan year.

QDIA Notices (at least 30 days before start of the plan year)  
**For newly eligible employees:** to be distributed at least 30 days prior to the eligibility date or 30 days before the first default investment. **Ongoing:** at least 30 days before start of the plan year.

Notice of changes to plan related disclosures (30-90 days before implementation date).

Qualified Automatic Contribution (QACA) (30-90 days before start of the plan year). **For newly eligible employees:** no later than eligibility date (or as soon as practicable/prior to employee's first payroll date) but no earlier than 90 days before the date of eligibility. **Ongoing:** should be distributed 30-90 days before the start of the plan year.

Eligible Automatic Contribution Arrangement Notice (EACA) (30-90 days before start of the plan year). **For newly eligible employees:** no later than the date of eligibility (prior to first pay period) but no earlier than 90 days before the date of eligibility. **Ongoing:** 30- 90 days before start of the plan year.

Automatic Contribution Arrangement (ACA) (at least 30 days before start of the plan year). **For newly eligible employees:** within a reasonable time period before the cash is available (participant will elect to receive cash or have the employer contribute the money to the plan). **Ongoing:** at least 30 days before the start of the plan year.

### **December 15**

Distribute Summary Annual Report (SAR) - (extended deadline) (SAR must be distributed 9 months after plan year end. If an extension was filed for the Form 5500, the SAR must be distributed within 2 months after the extended Form 5500 deadline). Summary of the plan, as reported on the Form 5500 (includes beginning/ending balance, contributions, distributions, gains/losses, etc.).

### **December 31**

Required Minimum Distributions (April 1st for the first year)  
The deadline to take Required Minimum distributions is December 31st, except for the first payment which is due April 1st following the later of: calendar year that the employee turns 70 ½ or calendar year that the employee retires.

Use forfeitures. Recommended by the end of the plan year or by the end of the following plan year-reference the plan document.

Process corrective distributions for failed ADP/ACP test (10% excise tax will apply) If a 2014 ADP/ACP test failed, the plan sponsor has until year end of 2015 to process corrective distributions.

Deadline to correct a failed ADP/ACP test with QNEC (Qualified Non-Elective Contributions).

Employer discretionary amendments. Amendments to the plan document must be signed by the end of the plan year in which the amendment is effective (please note that some exceptions apply).

Remove Safe Harbor feature OR convert existing 401(k) plan to a Safe Harbor plan for the next plan year. An amendment must be signed by year end for the following year.