

Plan Sponsor

2024 ERISA Plan Compliance Calendar

Being a retirement plan sponsor requires balancing multiple responsibilities, including ensuring your plan adheres to all relevant federal laws and regulations.

Our 2024 ERISA Plan Compliance Calendar helps you stay on top of key filings, deadlines, and important disclosures, helping you to avoid potential fines or penalties due to late submissions or incomplete information.

This information is not intended to encompass all of the necessary compliance related items for plan sponsors. If you have questions, please contact your plan's financial advisor.

Stay Compliant



The IRS and DOL may impose fines and civil penalties on plan sponsors and fiduciaries for -

- Late or missing filings
- Failure to meet participant disclosure requirements
- Breach of fiduciary duties



Defined Contribution Plan Filings

Below are a few of the key annual filings and deadlines for defined contribution plans, such as 401(k) plans that operate on a calendar year basis -

February 28	Deadline for Filing Form 1099-R, if not filed electronically, to report previous year distributions.
March 15	Deadline for distributing ADP/ACP refunds without incurring a 10% excise tax on the employer.
April 1	Electronic filings of Form 1099-R for previous year distributions are due to the IRS.
July 31	Form 5330, which reports excise taxes related to employee benefit plans, is due to the IRS.
Sept 30	Summary annual reports due to participants from plans with a December 31 year-end.
October 2	Start of the period to disseminate annual notices to participants, including 401(k) safe harbor.
October 15	Deadline for filing Form 5500 after a plan files Form 5558 to request an extension.
December 1	Final deadline to disseminate 401(k) safe harbor, QDIA, and automatic enrollment participant notices.
December 16	Extended deadline for providing summary annual reports to participants, if Form 5500 was extended.
December 31	2024 RMDs due, deadline for correcting a failed ADP/ACP test and adopting discretionary plan amendments

[Click Here for a comprehensive calendar of 2024 plan filings](#)

Participant Disclosure Requirements



Plan sponsors are required to distribute important plan-related information to participants regarding the plan's fees, investments, and key changes on a regular basis, throughout the year -

1

Fee disclosure when participants or their beneficiary can first direct investments and at least annually thereafter.

2

Plan sponsors must, at least quarterly, furnish participants with a statement of account expenses and applicable services.

3

If any changes are made to fee information, plan sponsors must communicate the change to participants at least 30 days, but not more than 90 days, in advance of it.



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Have questions?

We'd love to hear from you.



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