



**PWMG 401(k) ADVISORS**

**2021**

**Compliance Calendar**  
for 401(k) Plans

Complimentary Retirement Plan  
Compliance and Notice Requirements  
Calendar\*

\*The deadlines in this calendar are for plans with calendar-year plan years.

## JANUARY

**15** | **Provide/Confirm prior year census data**

**31** | **DEADLINE: Sending Form 1099-R**  
to participants who received contributions  
during the previous year\*

## FEBRUARY

**15** | **Review/Approve compliance testing results**

**28** | **DEADLINE: Filing Form 1099-R to IRS**  
to report distributions made in previous year  
Deadline for electronic filing is March 31\*

## MARCH

**15** | **Deadline: ADP/ACP test corrective distributions** to avoid excise taxes, unless  
EACA for full year 2020

***NOTE:** A special deadline may apply to plans  
that satisfy the requirements of an eligible  
automatic contribution arrangement (EACA).  
See "June."*

**DEADLINE: Filing partnership tax returns** and contribution deadline for  
deductibility (without extension) for companies  
operating on calendar-year fiscal year

**DEADLINE: Requesting Automatic Extension** to September 15 for partnership  
returns

**31** | **DEADLINE: Electronic Filing of Form 1099-R**  
to report contributions made in the previous year

## APRIL

**1** | **REQUIRED: Beginning Date for Participants** attaining age 72 or retiring after  
age 72 in prior year

**DEADLINE:** To take first required minimum  
distribution (RMD) under Internal Revenue  
Code (IRC) Section 401(a)(9)]\*\*

**15** | **DEADLINE: Processing Corrective Distributions** for IRC Section 402(g) excesses

**DEADLINE: Filing Individual Tax Returns**

**DEADLINE: Contribution for Deductibility** for self-employed individuals  
without an extension

**DEADLINE: Requesting Automatic Extension** to October 15 for individual and  
corporate tax returns

## MAY

## JUNE

**30** | **DEADLINE: Processing Corrective Distributions** for failed ADP/ACP test from  
plan with EACA without 10% excise tax (if  
applicable)



## JULY

29

**DEADLINE: Sending Summary of Material Modifications (SMM)** 210 days after end of plan year in which the amendment was adopted.

31

**DEADLINE: Filing Form 5500 without extension.**

**DEADLINE: Filing Form 5558** to request automatic extension of time to file Form 5500 (to October 15)

**DEADLINE: Filing 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

## AUGUST

## SEPTEMBER

15

**EXTENDED DEADLINE: Filing Partnership Tax Returns**

**DEADLINE: Contribution for deductability**

30

**DEADLINE: Distributing Summary Annual Report (SAR)** unless deadline for Form 5500 was extended, then two months after due date for Form 5500 (December 15)

## OCTOBER

15

**DEADLINE: Adopting Retroactive Amendment** to correct an IRC Section 410(b) coverage or IRC Section 401(a)(4) nondiscrimination failure

**EXTENDED DEADLINE: Filing Form 5500**

**EXTENDED DEADLINE: Filing Individual and/or Corporate Tax Returns**

**FINAL DEADLINE: Contribution for Deductibility for these entities**

## NOVEMBER

## DECEMBER

1

**DEADLINE: Sending Annual 401(k) and (m) Safe Harbor Notice**

**DEADLINE: Sending Annual Qualified Default Investment Alternative (QDIA) Notice**

**DEADLINE: Sending Annual Automatic Contribution Arrangement Notice**

***NOTE:** For administrative ease, a combined notice may be provided for the above notices.*

15

**EXTENDED DEADLINE: Distributing SAR to Participants**

31

**DEADLINE: Processing Corrective Distributions** for failed ADP/ACP test with 10% excise tax

**DEADLINE: Correcting a Failed ADP/ACP Test** with qualified nonelective contributions (QNECs)

**DEADLINE: Amendment to Convert Existing 401(k) Plan to Safe Harbor** design for next plan year (provided notice requirement is met)

**DEADLINE: Amendment to Remove Safe Harbor** status for next plan year

**DEADLINE: Amending Plan for Discretionary Changes** implemented during plan year (certain exceptions apply, e.g., adding salary deferrals, cutting back accrued benefits). RMDs due under IRC Section 401(a)(9)

\*The deadlines in this calendar are for plans with calendar-year plan years.

\*\*The CARES Act provides a waiver of RMDs for defined contribution plans and IRAs for 2020.

# REMINDER: REQUIRED FEE DISCLOSURES

## Plan Sponsor

**Initial disclosure:** Required within a reasonable period before the contract is entered into or renewed

**Annual disclosure:** Required following changes in investment information

**Additional disclosures:** Required no later than 60 days after the effective date of the change for changes in compensation or services provided

## Participant

**Initial disclosure:** Required on or before the date when participants can first direct investments

**Annual disclosure:** Required to be updated and distributed at least annually

**Additional disclosures:** Required at least 30 days, but no more than 90 days, prior to certain plan changes

## ABOUT PWMG 401(k) ADVISORS



At PWMG 401(k) Advisors, we pride ourselves on providing cutting edge retirement plan design assistance and platform solutions that seek to improve both the participant and plan sponsor experience.

Our Retirement Plan Consulting Services are available for start-up or takeover plans. As independent consultants, we have the ability to provide you the independent, objective advice that you need to effectively run a company retirement plan. Unlike many plan consultants, we have the ability to work with virtually any retirement plan platform. In fact, we often find that we can address many of the issues with a company's plan without even changing its retirement plan provider.



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