



# Schwab Retirement Plan Services

## 2024 Defined Contribution Compliance Calendar

Managing a company-sponsored retirement plan is a year-round job. Stay on top of critical fiduciary and administrative deadlines with this at-a-glance calendar. Please note that the plan-year deadlines below assume your plan year and tax year ends December 31. This information is provided as a courtesy and may not be a complete list of all fiduciary and administrative deadlines for your plan. Please consult with your ERISA counsel to determine if there are any additional deadlines that impact your plan.

January	<b>January 31</b> <ul style="list-style-type: none"> <li>Schwab Retirement Plan Services, Inc. sends unallocated account (i.e., forfeiture) notices to plan sponsors.</li> </ul>	<ul style="list-style-type: none"> <li>Deadline to send the Year-End Information Request form and Year-End Employee Census data to Schwab Retirement Plan Services, Inc. for testing.</li> </ul>	
	<b>March 7</b> <ul style="list-style-type: none"> <li>Deadline to authorize Schwab Retirement Plan Services, Inc. to process corrective distributions for failed 2023 actual deferral percentage/actual contribution percentage (ADP/ACP) tests to avoid 10% excise tax.</li> </ul>	<b>March 15</b> <ul style="list-style-type: none"> <li>Deadline for issuing corrective distributions due to a failed ADP/ACP test to avoid a 10% excise tax for plans without an Eligible Automatic Contribution Arrangement (EACA).</li> <li>Deadline for S Corporations and Partnerships to fund employer contributions to be considered a deductible contribution for the 2023 tax year (tax return without extension).</li> </ul>	
April	<b>April 1</b> <ul style="list-style-type: none"> <li>Deadline for certain participants, following applicable age requirements or eligibility factors, to take their first required minimum distribution (RMD).</li> <li>Deadline for filing Form 5330 (excise tax return for late 2022 ADP/ACP correction).*</li> </ul>	<b>April 8</b> <ul style="list-style-type: none"> <li>Deadline for plan sponsors to authorize excess deferral returns.</li> </ul>	<b>April 15</b> <ul style="list-style-type: none"> <li>Deadline for filing Form 990-T without extension.</li> <li>Deadline for corrective distributions of excess deferrals under Code Section 402(g).</li> <li>Deadline for C Corporations to fund employer contributions to be considered a deductible contribution for the 2023 tax year (tax return without extension).</li> </ul>
	<b>June 28</b> <ul style="list-style-type: none"> <li>Deadline to complete an audit and file Form 11-Ks (for employer stock) with the SEC.</li> </ul>	<b>June 30</b> <ul style="list-style-type: none"> <li>Deadline for certain plans with eligible automatic contribution arrangements (EACAs) for issuing corrective distributions due to failed ADP/ACP test to avoid a 10% excise tax.</li> </ul>	
June			

July	<b>July 28</b>	<b>July 31</b>	
	<ul style="list-style-type: none"> <li>Deadline for calendar-year plans to send the Summary of Material Modifications (or new Summary Plan Descriptions) for amendments/ restatements adopted during the 2023 plan year.</li> </ul>	<ul style="list-style-type: none"> <li>Deadline for filing Form 5500 and Form 8955-SSA without an extension.</li> <li>Deadline for filing Form 5330 (for excise tax on prohibited transactions for Tax Year ending December 31, 2023).</li> </ul>	
September	<b>September 15</b>	<b>September 30</b>	
	<ul style="list-style-type: none"> <li>Extended deadline for S Corporations and Partnerships to fund employer contributions to be considered a deductible contribution for the 2023 tax year.</li> </ul>	<ul style="list-style-type: none"> <li>Distribution date for the Summary Annual Report (if the deadline for Form 5500 was not extended).</li> </ul>	
October	<b>October 15</b>		
	<ul style="list-style-type: none"> <li>Deadline for the completion of plan audits.</li> <li>Extended deadline for Form 5500 and Form 8955-SSA.</li> <li>Extended deadline for C Corporations to fund employer contributions to be considered a deductible contribution for the 2023 tax year.</li> </ul>	<ul style="list-style-type: none"> <li>Deadline for testing non-safe harbor employer discretionary contributions (i.e., 401(a)(4), coverage, compensation, and eligibility) and amending the plan in the event of failure.</li> <li>Final extension deadline for filing Form 990-T.</li> </ul>	<ul style="list-style-type: none"> <li>Annual retirement plan limits for 2025 should be announced in mid-October.</li> </ul>
December	<b>December 1</b>	<b>December 16</b>	<b>December 31</b>
	<ul style="list-style-type: none"> <li>Deadline for sending 401(k) and 401(m) safe harbor notices.</li> <li>Deadline for sending automatic contribution arrangement plan notices.</li> <li>Deadline for sending qualified default investment alternative (QDIA) notices.</li> </ul>	<ul style="list-style-type: none"> <li>Distribution date for the Summary Annual Report (if the deadline for Form 5500 was extended).*</li> </ul>	<ul style="list-style-type: none"> <li>Date used to determine Top-Heavy Plan status for the next year.</li> <li>Final deadline for corrective distributions (or in some cases, qualified non-elective contributions for failed 2023 ADP/ACP tests).</li> <li>Deadline for making required minimum distributions.</li> <li>Deadline to adopt an amendment to convert existing 401(k) plans to a safe harbor design or to amend existing safe harbor plans for 2025.</li> <li>Deadline for adopting discretionary plan amendments and (generally, if applicable) required interim plan amendments for law changes.</li> </ul>

## Important Reminders

- Employee contributions must be deposited into the trust as soon as contributions can be reasonably segregated from the employer's assets, but no later than the 15th business day of the month following the month in which participant contributions are withheld.
- For a loan that has a missed payment in a quarter, the cure period for that loan will end on the last day of the calendar quarter following the calendar quarter in which the missed payment was due. Once a loan is outside of its cure period, it must be deemed a taxable distribution.

\*The due date shown for this item is the day following the normal due date that does not fall on a Saturday, Sunday, or legal holiday.

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(1123-3P19) PLC117171-03 (12/23)

**Let's talk.**

For more information, contact your Relationship Manager.

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