

## Your Retirement Plan: Key Deadlines

By Linda Visconti, QKA



**Where oh where did the summer go?** As I write this, we're amid another heat wave, but I'm sure by the time you read this, summer will be over and you'll be deluged with deadlines for everything from your child's school, to the HVAC guy who checks your heating system and the chimney sweep who services your fireplace. Your retirement plan is not different – except if you don't turn in the forms to your child's school you will get you a reprimand, not following the IRS/DOL regulations and deadline will get you a whole lot more (expensive) trouble.

**Here's a handy list of some of the deadlines to keep in mind for your calendar-year plans. They may not apply to all plans; when in doubt, please consult with us at Tycor.**

- **September 15** – Final deadline for partners to fund contributions
- **September 30** – Deadline for distributing the SAR
- **October 1** – Deadline to establish a 2019 Safe Harbor Plan (we can set one up quickly)
- **October 15** – FINAL deadline for the employer to sign, and electronically file the Form 5500
- **October 15** – Final deadline for Sole Props and Corporations to fund contributions
- **November 2** – Deadline to stop SIMPLE Plan from continuing in 2020 (and replace with a 401(k) Plan that we can help you establish)
- **November 29** – Deadline to distribute annual participant notices
- **December 13** – Deadline to submit distribution forms for processing in the calendar year. Your recordkeeper may have a later date, but to be conservative, submit before mid-December.
- **December 31** – ADP/ACP Refunds: final deadline for making ADP refunds.
- **December 31** - Deadline to establish a retirement plan for 2019 Plan Year.

### Some other deadlines to keep in mind:

- **Each Pay Period** - 401(k) deposits of deferrals and loan payments are required to be posted no later than 7 business days following the date they are withheld. This rule is for small (under 100 participants) plans.
- **Each Year** – Every 12 months, the plan is required to distribute 404(a)(5) fee disclosures to participants and beneficiaries receiving benefits from the plan.

Of course, the above pertains to an existing plan that is not making changes. If you are interested in changing the design of your plan to add or remove features, there are separate deadlines that apply to document changes.

**We're here to help – give us a call if you have questions on the above, or you'd like more information on updating the features in your plan document. Contact Greg Kepner, AIF<sup>®</sup>, CRPS<sup>®</sup> at [gkepner@tycorbenefit.com](mailto:gkepner@tycorbenefit.com).**