

# 2024 RETIREMENT PLAN COMPLIANCE CALENDAR

COURTESY OF STONES  
RIVER CONSULTING

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## JANUARY

- 1:** Begin gathering Annual Census Data to provide SRC to begin 2023 Plan Year Compliance work. (Plan Sponsor)
  - Continue tracking hours annually for long-term, part-time employees. Review to ensure all eligible employees have been offered deferral elections. (Plan Sponsor)
- 31:** Deadline for Providers to mail Form 1099-R (Distribution for Pension, Annuities, Retirement or Profit Sharing Plans, IRAs, Insurance Contracts, etc.) reporting distributions and federal income tax withholding from the 2023 calendar year.
  - Form 945 (reporting federal income tax withholding during the prior calendar year) must be filed with the IRS. However, if all withheld tax has been deposited in a timely manner to the IRS, the deadline is extended to February 10. (Recordkeeper, Provider)

## FEBRUARY

- 15:** Deadline to submit Annual Census to Stones River Consulting to allow compliance testing and corrections to be prepared before deadlines. (Plan Sponsor)
- 28:** Deadline for Form 1099-R to be filed with the IRS. (Recordkeeper, Provider)

## MARCH

- 15:** IRS deadline for corrective distributions due to failed Actual Deferral Percentage (ADP) or Actual Contribution Percentage (ACP) test to avoid additional 10% excise tax. (TPA, Plan Sponsor, Recordkeeper)
  - Deadline for Employer Contributions remitted for tax deductions for S Corps or Partnerships (with no tax return extension). (TPA, Plan Sponsor)
  - Deadline to adopt a profit sharing plan for 2023 for S Corps or Partnerships with no tax return extension. (TPA, Plan Sponsor)

## APRIL

- 1:** IRS deadline for participants to take their initial (1st year) Required Minimum Distribution (RMD). (TPA, Plan Sponsor)
- 15:** Deadline for Employer Contributions remitted for tax deductions for C Corps and Sole Proprietors (with no tax return extension). (TPA, Plan Sponsor)
  - IRS deadline for processing corrective distribution for 402(g) Excess Deferrals. (TPA, Plan Sponsor, Recordkeeper)
  - Deadline to adopt a profit sharing plan for 2023 for C Corps or Sole Proprietors with no tax return extension. (TPA, Plan Sponsor)

## MAY

- 15:** All required Annual Plan Year data due to Stones River Consulting to allow us to complete your tax filing by the filing deadline.

If received after 05/15, a \$250 rush fee will be assessed. Additional fees will apply in August if complete data is still missing.

## JUNE

- 30:** Deadline for processing corrective distributions for failed ADP/ACP tests from plans with EACA, to avoid additional 10% excise tax. (TPA, Plan Sponsor, Recordkeeper)

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## JULY

- 15:** Form 5558 filings begin for all plans that have not signed and submitted Form 5500/Form 5500-SF filings to IRS to extend deadline to October 15, 2024. (TPA)
- 31:** IRS deadline for filing Form 5500 without an extension, or filing Form 5558 to extend Form 5500 filing date. (TPA, Plan Sponsor)

## AUGUST

- 31:** Final deadline to provide all complete 2023 Plan Year Annual Data to Stones River Consulting.  
  
Plans with incomplete data provided will be assessed an additional \$250 rush fee. (Plan Sponsor)

## SEPTEMBER

- 15:** Deadline for remitting Employer Contributions for tax deduction for S Corps or Partnerships with tax extension. (Plan Sponsor)  
  
Deadline to adopt a profit sharing plan for 2023 for S Corps or Partnerships with tax return extension. (TPA, Plan Sponsor)
- 30:** IRS deadline for distributing Summary Annual Report (SAR) to participants unless Form 5558 was filed to extend Form 5500 filing deadline. (TPA, Plan Sponsor)

## OCTOBER

- 1:** IRS deadline to establish a new Safe Harbor 401(k) plan with Employee Deferrals for the current, 2024, calendar plan year. (TPA, Plan Sponsor, Advisor)
- 15:** Final Filing Deadline for 2023 Form 5500. After this date Plan Sponsors are subject to delinquent filer correction program resulting in additional fees/penalties.
  - IRS deadline for adopting a retroactive amendment to correct a 410 (b) Coverage or 401(a)(4) Nondiscrimination failure. (TPA, Plan Sponsor)
  - Deadline to remit Employer Contributions for C Corps and Sole Proprietors on tax extension in order to take tax deduction. (TPA, Plan Sponsor)
  - Deadline to adopt a profit sharing plan for 2023 for C Corps or Sole Proprietors with tax return extension. (TPA, Plan Sponsor)

## NOVEMBER

- 1:** Begin reviewing and gathering required Annual Notices to distribute to all eligible participants before December 1st. (Plan Sponsor, Advisor, TPA, Recordkeeper)
- 30:** Deadline to convert existing 401(k) Plan to Safe Harbor plan using 3% nonelective contribution. (TPA, Plan Sponsor)

## DECEMBER

- 1:** IRS/ERISA deadline for sending annual Safe Harbor, Qualified Default Investment Alternative (QDIA), and Automatic Contribution Arrangement (ACA) notices to participants for 2025 Plan Year (TPA, Plan Sponsor, Recordkeeper)
- 15:** ERISA extended deadline for distributing Summary Annual Notice (SAR) to participants. (TPA, Plan Sponsor)
- 31:** IRS deadline for correcting all other compliance issues (415(c) Excess Annual Additions, Top Heavy contributions and 404(a)(3) Employer Deductibility). (TPA, Plan Sponsor)
  - IRS deadline for participants to take ongoing Required Minimum Distributions (RMDs).
  - IRS deadline for processing corrective distributions due to a failed Actual Deferral Percentage (ADP) or Actual Contribution Percentage (ACP) test with the 10% excise tax or correcting failure with a Qualified Nonelective Contribution (QNEC). (TPA, Plan Sponsor, Recordkeeper)

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