

American Trust Retirement Compliance Calendar

There are a number of deadlines that retirement plan sponsors and their service providers must meet each year. Following is a list of some of the deadlines as determined by the Internal Revenue Service, the Department of Labor and American Trust. The purpose of the calendar is to provide you an easy-to-read list of important deadlines that affect your retirement plan.

Action	Responsible Party	When Due	Extension	Mailbox Rule Applies ¹
Deferral Submission to American Trust (due date determined by Department of Labor)	Employer	For all plans: as soon as administratively possible² ; however, small plans have a Safe Harbor if within 7 business days of pay date	N/A	N/A
1099-R Distribution Reporting to Participants	American Trust	Must be postmarked by January 31 of the calendar year following the year of distribution	N/A	Yes
Submission of Year End Census and Information Request to American Trust	Employer - Deadline guarantees compliance testing completion by regulatory deadlines to avoid excise taxes. Submission through American Trust's secure website ensures the safety of employees' Social Security numbers and other personal information	One month after close of plan year	N/A	N/A
Corrective Distribution from Failed Actual Deferral Percentage (ADP) and Actual Contribution Percentage (ACP) Tests to avoid 10% excise tax	Employer and American Trust - Timely submission of Year End Census and Information Request to American Trust will ensure timely distribution	2 ½ months after close of plan year	None	No
Fund Employer Contribution - S-Corporation	Employer	2 ½ months after close of business tax year	6 months after original deadline	Yes
Fund Employer Contribution - Unincorporated Entities-specifically Partnerships and LLCs/LLPs (taxed as partnerships)	Employer	2 ½ months after close of business tax year	6 months after original deadline	Yes
Fund Employer Contribution - Unincorporated Entities-specifically Sole Proprietorships	Employer	3 ½ months after close of business tax year	6 months after original deadline	Yes
Fund Employer Contribution - C-Corporation ³	Employer	3 ½ months after close of business tax year	6 months after original deadline	Yes
Fund Employer Contribution - Nonprofit Corporation (which is exempt from tax)	Employer	9 ½ months after close of fiscal year	N/A	Yes
Corrective Distribution of Excess Deferrals - Without 10% excise tax	Employer and American Trust - Timely submission of Year End Census and Information Request to American Trust will ensure timely distribution	April 15 of each calendar year (regardless of plan year end)	None	No
File IRS Form 5330 (payment of 10% excise tax on late corrective distributions from failed ADP and ACP Tests - see "Corrective Distribution..." above)	Employer - American Trust prepares and Employer files with payment to IRS	Last day of the 15th month after the close of the plan year to which the (ADP) excess contributions or (ACP) excess aggregate contributions relate	N/A	Yes
File IRS Form 5500, 5500-SF, and 5500-EZ	Employer and American Trust - American Trust prepares and Employer files electronically via American Trust's plan sponsor website (5500-EZ filed paper copy unless eligible to file 5500-SF)	Last day of 7th month after close of plan year	2 ½ months after original deadline by filing Form 5558 (An automatic extension is granted if the business's federal income tax filing has been extended and the plan year is the same as the business tax year)	
File IRS Form 5558 (request for extension of time to file Form 5500 series)	American Trust	Due date for filing Form 5500 series	N/A	Yes

Action	Responsible Party	When Due	Extension	Mailbox Rule Applies ¹
File IRS Form 5330 (payment of 15% excise tax on interest on late deferrals - see "Deferral Submission..." above)	Employer - American Trust prepares and Employer files with payment to IRS	Last day of 7th month after close of business tax year	N/A	Yes
Summary Annual Report (Summary of 5500)	Employer - Timely distribution of SAR to all eligible participants (regardless of whether they participate or not) and beneficiaries of deceased participants	No later than 9 months after the close of the plan year	2 months after the deadline for filing the Form 5500. If the 5500 filing is extended, due date is 2 months after the extended due date	No
Automatic Enrollment Notice	Employer - American Trust provides the initial notice in the enrollment materials for the Employer to distribute to newly eligible employees and annual notice for the Employer to distribute to automatically enrolled employees	Within a "reasonable period," which is at least 30 days in advance of the date the employee becomes eligible for the plan (initial notice) or at least 30 days prior to the beginning of the plan year (annual notice)	N/A	N/A
Qualified Default Investment Alternative (QDIA) Notice	American Trust	Within a "reasonable period," which is at least 30 days in advance of the date the employee becomes eligible for the plan (initial notice) or at least 30 days prior to the beginning of the plan year (annual notice)	N/A	N/A
Safe Harbor Notice	Employer - American Trust provides the annual notice for the Employer to distribute to all eligible employees	At least 30, but not more than 90 days, before the beginning of the plan year in which the safe harbor status applies. For a newly eligible employee, no later than the employee's date of eligibility, but not earlier than 90 days before the eligibility date	N/A	N/A
Summary Plan Description (SPD)	Employer - Provided by American Trust	No later than 90 days after the employee becomes eligible for the plan; SPDs are required to be updated every 5 years, unless there have been no amendments made to the Plan during that period; SPDs are required to be updated every 10 years regardless of whether amendments have been made	N/A	N/A
Summary of Material Modifications (SMM)	Employer - American Trust provides the applicable SMM for distribution to eligible participants and former participants with an account balance	No later than 210 days after the close of the plan year in which the amendment was adopted	N/A	N/A
Fee Disclosure	Employer - Timely distribution of Fee Disclosure to all eligible participants (regardless of whether they participate or not) and beneficiaries of deceased participants	On or before the date employee becomes eligible and can first direct his/her investments, and at least annually thereafter	N/A	N/A
Mutual Fund Change Disclosure	American Trust	30 days prior to the effective date of the fund change ⁴	N/A	N/A

¹ If the deadline falls on a Saturday, Sunday, or legal holiday, the deadline is extended to the next day that is not a Saturday, Sunday, or legal holiday.

² Deferrals for partners of unincorporated entities must be submitted at the earliest date they can be reasonably segregated from the partnership's general assets after these monies would have otherwise been distributed to the partner. Also, election to defer must be in place by the last day of the plan year for which it is effective.

³ C-Corporations with fiscal year-end of 6/30 must continue to fund employer contribution no later than 2 ½ months after the close of the fiscal year-end. If employer files extension, due date is 6 months after the original deadline. These old deadlines apply until taxable years beginning after 12/31/2025, at which point the deadline will be 3 ½ months after the close of the fiscal year-end.

⁴ American Trust can typically perform the fund change in less than three business days; therefore, an official blackout notice is not required.

