

2023 Compliance Calendar

for Defined Contribution Calendar-Year Plans

January

- Gather and forward census data for the 2022 plan year to recordkeeper/TPA
- **01.31.23:** Deadline for mailing Form 1099-R to participants for distributions taken from qualified retirement plans in the previous year
- **01.31.23:** Deadline for distributing 2022 W2s

February

- Complete Form 5500 questionnaire and forward to recordkeeper/TPA
- **02.28.23:** Deadline for filing paper Form 1099-R with IRS to report the previous year's distributions

March

- **03.15.23:** Deadline for processing corrective distributions to affected participants without incurring a 10% corporation excise tax for any failed average deferral percentage (ADP) or average contribution percentage (ACP) test
- **03.15.23:** Deadline for corporate tax filing for fiscal year 2022
- **03.15.23:** Deadline for funding accrued employer contributions
- **03.31.23:** Deadline for filing Form 1099-R electronically with the IRS

April

- Initiate independent plan audit (if applicable)
- **04.01.23:** Minimum required distributions (RMDs) due for participants who attained age 72 or retired after age 72 during the year ending 12.31.2022 (if not already taken)
- **04.15.23:** Deadline for returning excess deferrals for 402(g) violations

 Denotes IRS or DOL deadline  Denotes guideline

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May

- Initiate independent plan audit (if applicable)

June

- Initiate independent plan audit (if applicable)

July

- Complete independent plan audit (if applicable); submit to DOL/EBSA, along with Form 5500
- **07.29.23:** Deadline for sending Summary of Material Modifications (SMM) for any prior-year plan amendments
- **07.31.23:** Deadline for filing Form 5558 to extend the Form 5500 filing date
- **07.31.23:** Deadline for filing Form 5500 without filing an extension

August

- If filing a Form 5558 extension, initiate an independent plan audit (if applicable)

September

- If filing a Form 5558 extension, initiate an independent plan audit (if applicable)
- **09.15.23:** Extended deadline for filing corporate tax return and contribution deductibility
- **09.30.23:** Distribute the Summary Annual Report (SAR) if Form 5500 is filed by 07.31.23



Denotes IRS or DOL deadline



Denotes guideline



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October

- Complete an independent plan audit (if applicable) by 10.15.23 for the extended submission to DOL/EBSA, along with Form 5500
- **10.15.23:** Deadline for filing an extended Form 5500
- Consider plan design changes for a 01.01.2024 effective date

November

- Distribute safe harbor notices between 10.01.23 and 12.01.23 (if applicable)
- Distribute qualified default investment alternative (QDIA) notices between 10.01.23 and 12.01.23 (if applicable)
- Distribute automatic enrollment notices between 10.01.23 and 12.01.23 (if applicable)
- Distribute 404(a)(5) participant fee disclosure (if applicable)
- Distribute self-directed brokerage account information (if applicable)

December

- **12.01.23:** Deadline for distributing safe harbor, QDIA, and automatic enrollment notices (these can be combined if applicable)
- **12.15.23:** Deadline for distributing SAR, if Form 5500 is filed by 10.15.23
- **12.31.23:** Deadline for required minimum distributions (RMDs)
- **12.31.23:** Deadline for returning any excess contributions to highly compensated employees (HCEs) to be includible as 2023 taxable income

In general, when a deadline falls on a weekend or a legal holiday it is extended to the next business day.

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