

# COMPLIANCE CALENDAR 2024\*



JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3						1	2	1	2	3	4	5	6				1	2	3	4							1	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														31																					30						

  

JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

Date	Description	Responsible Party
1/12/24	Submit Prior year census to TPA for compliance testing and complete Annual Compliance Questionnaire	Plan Sponsor
1/31/24	1099 Distribution	Recordkeeper
2/16/24	Review testing results	Plan Sponsor (prepared by TPA)
3/15/24	ADP/ACP Corrective Distributions	TPA – Plan Sponsor Approves/Signs
3/15/24	Fund Employer Contributions (before corporate tax filing – S Corp and LLC)	Plan Sponsor
4/1/24	Required beginning date for RMDs for participants that are 5% or more owners or applicable terminated participants	Plan Sponsor/Participant
4/15/24	Refund excess deferrals	TPA – Plan Sponsor Approves/Signs
4/15/24	Fund Employer Contributions (before corporate tax filing – C Corp)	Plan Sponsor
7/31/24	File Form 5500	TPA – Plan Sponsor e-signs
7/31/24	File Form 5558 extension - if needed	TPA creates as needed
9/16/24	Fund Employer Contributions (if on corporate extension - S Corp and LLC)	Plan Sponsor
10/15/24	File Form 5500 <i>if extended</i>	TPA – Plan Sponsor e-signs
10/15/24	Fund Employer Contributions (if on corporate extension - C Corp)	Plan Sponsor
12/1/24	Distribute Annual Participant Notices (Safe Harbor notices, automatic enrollment, QDIA, fee disclosures, as applicable)	Plan Sponsor (prepared by Recordkeeper and/or TPA)
12/31/24	New Plan Documents or Amendments must be signed	TPA – Plan Sponsor signs
12/31/24	Ongoing RMDs for participants that are 5% or more owners or applicable terminated participants	Plan Sponsor/Participant
Ongoing	Copies of all signed plan documents, amendments, enrollment forms, beneficiary forms, and other related plan materials must be kept on file.	Plan Sponsor (See Document Checklist)
Ongoing	Deposits must be processed in a timely manner - The Plan Sponsor must deposit elective deferrals to the plan as soon as possible following the pay date. The DOL provides a 7-business-day safe harbor rule for employee contributions to plans with fewer than 100 participants.	Plan Sponsor
Ongoing	Provide enrollment materials, including SPD, to newly eligible employees in a timely manner	Plan Sponsor
Ongoing	Maintain ERISA Bond coverage for plan	Plan Sponsor

\*Calendar year plans