

2024 Plan Compliance Calendar

For December 31 year-end plans

Effective management of your fiduciary and compliance responsibilities requires you to be informed of regulatory deadlines important for your plan. Throughout the year, you're required to send a variety of notices and communications to employees about your retirement plans, distribute certain payouts by specific deadlines, and file other types of reports or communications directly with the regulators.

How to use this calendar

Action is required by a specific date each year. This calendar reflects key regulatory dates, as well as key deadlines for meeting your responsibilities.

- **Key regulatory dates** which apply to your particular plan year-end.
- **Key deadlines** represent your compliance responsibilities within a time period (e.g., quarterly, annually or other basis), or are tied to specific plan or participant events or transactions.
- **Descriptions** for each of the noted requirements are located on the following pages.

Please note that TIAA does not and cannot provide legal or tax advice. You should consult with your own legal counsel and/or tax advisor regarding the operation and maintenance of your plan.

January	1/31	Send Form 1099-R to participants (TIAA sends on behalf of its clients)
February	2/28	File Form 1099-R with IRS (if <u>not</u> filing electronically)
March	3/15	Corrective distribution of excess contributions/Aggregate contributions - non-EACA plans (without incurring excise tax)
April	4/1	File Form 1099-R with IRS (if filing electronically)
	4/1	Required minimum distribution deadline (initial distribution)
April	4/15	Distribute excess deferrals over the 402(g) limit (adjusted for earnings)
	6/30	Corrective distribution of excess contributions/Aggregate contributions - EACA plans (without incurring excise tax)
July	7/31	Summary of Material Modifications (if required)
	7/31	File Form 5500, Form 5500-SF or Form 5558 for extension
	7/31	File Form 8955-SSA or Form 5558 for extension
	7/31	Ensure Form 5330 is filed with IRS
September	9/30	Summary Annual Reports (if no extension filed for Form 5500)
October	10/15	File Form 5500 or Form 5500-SF (plans that filed a Form 5558 extension)
	10/15	File Form 8955-SSA (plans that filed a Form 5558 extension)
	10/15	Remit annual match and/or profit-sharing and true-up contributions (employers that do not file a tax return)
December	12/1	Safe harbor annual notice
	12/1	Annual QDIA and Auto Enroll notices, including QACA
	12/15	Summary Annual Reports (plans that filed a Form 5558 extension)
	12/31	Refunds to correct plan failure of Matching test or ADP/ACP test
	12/31	Required Minimum Distributions (annual distributions)

Generally, when the due date for an IRS or Department of Labor (DOL) form falls on Saturday, Sunday or a legal holiday, the deadline is extended to the next business day.

Note: These are key compliance deadlines to assist in your plan management. Various filing requirements do not apply to government or church plans, or plans that are not subject to ERISA (e.g., purely voluntary plans). **You should rely on your legal counsel to ensure you have accounted for all your specific plan requirements.**

Descriptions for key regulatory dates

Send Form 1099-R to participants who received distributions in prior year

January 31, 2024

Form 1099-R is used to report the distribution of retirement benefits such as pensions, annuities or other retirement plans. Participants must receive this Form by January 31. TIAA sends the Form to participants of the plans it recordkeeps.

File Form 1099-R with IRS to report distributions made in prior year (if not filing electronically)

February 28, 2024

Unless you have delegated filing to a third party, Form 1099-R must be filed with the IRS to report distributions made in the previous year by 2/28 if not filing electronically.

Corrective distribution of excess contributions/Aggregate contributions - non-EACA plans (without incurring excise tax)

March 15, 2024

Corrective distributions (adjusted for earnings) of excess contributions or Aggregate contributions that exceed the 401(k) ADP or 401(m) ACP test must be made to participants within 2½ months following the end of the plan year in order to pass the ADP or ACP test (if correction is being made by distribution to avoid excise tax).

Please note that there is a separate due date for EACA plans. Corrective distributions must be made to participants in EACA plans within six months following the end of the plan year in order to pass the ADP or ACP test (if correction is being made by distribution to avoid excise tax).

File Form 1099-R with IRS to report distributions made in prior year (if filing electronically)

April 1, 2024

Unless you have delegated filing to a third party, Form 1099-R must be filed with the IRS by 4/1/24 to report distributions made in the previous year if filing electronically.

Required minimum distribution deadline (initial distribution)

April 1, 2024

Participants (other than 5% owners) who reach the IRS-defined age to begin mandatory distributions, must generally take their first required minimum distribution by April 1 of the year after they reach the mandatory distribution age or, if later, the April 1 following the year in which they separate from service. The distribution deadline is December 31 of each subsequent year.

Distribute excess deferrals over the 402(g) limit (adjusted for earnings)

April 15, 2024

If distributed after April 15, the excess is still taxable in the year the deferral was made plus it is taxed in the year it's distributed. Refund excess deferrals to participants by April 15 to avoid this double tax.

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Descriptions for key regulatory dates (cont'd)

Corrective distribution of excess contributions/Aggregate contributions - EACA plans (without incurring excise tax)

June 30, 2024

Corrective distributions (adjusted for earnings) of excess contributions or Aggregate contributions that exceed the 401(k) ADP or 401(m) ACP test must be made to participants within six months following the end of the plan year in order to pass the ADP or ACP test (if correction is being made by distribution to avoid excise tax).

Please note there is a separate due date for non-EACA plans. Corrective distributions must be made to participants within 2½ months following the end of the plan year in order to pass the ADP or ACP test (if correction is being made by distribution to avoid excise tax).

Summary of Material Modifications

July 31, 2024

Provide participants with a Summary of Material Modifications (SMMs) if plan changes were made in the prior plan year and you did not send a revised SPD. SMMs must be sent no later than 210 days after the close of the plan year in which the change was adopted.

File Form 5500, Form 5500-SF or Form 5558 for extension

July 31, 2024

Form 5500 (including schedules), along with a qualified accountant's audit report (if required for your plan in accordance with instructions to Schedule H), or Form 5500-SF (if applicable for your plan), must be filed with the Department of Labor (DOL) within seven months of the plan year-end unless you elect to file Form 5558 for an extension. If Form 5558 is filed with the Internal Revenue Service on or before the Form 5500 due date, it provides an automatic 2½-month filing extension. Form 5558 does not require a signature unless being filed to extend forms other than Form 5500 and Form 8955-SSA (see below).

File Form 8955-SSA or Form 5558 for extension


July 31, 2024

Form 8955-SSA/Annual Registration Statement Identifying Separated Participants with Deferred Vested Benefits must be filed with the Internal Revenue Service (IRS) within seven months of the plan year-end, unless you elect to file Form 5558 for an extension.

Form 5330 to IRS

July 31, 2024

Ensure Form 5330 is filed with the Internal Revenue Service (IRS) to report excise taxes, if any, related to employee benefit plans. Note that this due date depends on the type of excise tax you are reporting. Form 5558 had been used to request an extension of time to file the Form 5330, Return of Excise Taxes Related to Employee Benefit Plans. Effective January 1, 2024, such a request can be made by using Form 8868, Application for Extension of Time To File an Exempt Organization Return or Excise Taxes Related to Employee Benefit Plans.

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Descriptions for key regulatory dates (cont'd)

Summary Annual Reports (SARs)

September 30, 2024

Distribute SARs to both active and inactive participants, as well as to beneficiaries receiving benefits under the plan, by the end of the ninth month following your plan year-end, taking into account extensions for ERISA 5500 filing.

File Form 5500 or Form 5500-SF (plans that filed a Form 5558 extension)

October 15, 2024

This is the final due date for filing Form 5500 (including schedules), along with a qualified accountant's audit report (if required for your plan in accordance with Schedule H instructions), or Form 5500-SF (if applicable for your plan) if you filed a Form 5558 Extension. Forms 5500 and 5500-SF are filed with the Department of Labor (DOL).

File Form 8955-SSA (plans that filed a Form 5558 extension)

October 15, 2024

This is the final due date for filing Form 8955-SSA/Annual Registration Statement Identifying Separated Participants with Deferred Vested Benefits with the Internal Revenue Service.

Remit annual match and/or profit-sharing and true-up contributions

October 15, 2024

Employers that do not file a tax return must remit annual match and/or profit-sharing and true-up contributions no later than the 15th day of the 10th month following the end of the calendar year (or fiscal year, if applicable) with or within the applicable 415 limitation year.

Safe harbor annual notice

December 1, 2024

This is the final deadline to provide this notice, which is due at least 30 days before the beginning of the plan year.

Annual QDIA and Auto Enroll notices, including QACA

December 1, 2024


The deadline for QDIA and Auto Enroll notices, including qualified automatic contribution arrangement (QACA), is 30 days before the beginning of the plan year. An EACA permitting withdrawals will be deemed to satisfy the notice requirement if it is provided at least 30 and no more than 90 days before the beginning of the plan year.

The Auto Enroll (including the QACA) notices must disclose the employee's right not to have elective deferrals made, or to be made at a different percentage, as well as indicate how contributions will be invested in the absence of any employee investment decision.

Summary Annual Reports (plans that filed a Form 5558 extension)

December 15, 2024

This is the final deadline to distribute Summary Annual Reports to both active and inactive plan participants, as well as beneficiaries receiving benefits under the plan (if a request for a 2½-month extension for Form 5500 was filed with the IRS).

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Descriptions for key regulatory dates (cont'd)

Refunds to correct plan failure of Matching test or ADP/ACP test

December 31, 2024

Refunds (including earnings) must be distributed to employees within 12 months of the end of the plan year to avoid possible plan disqualification. Note: The plan must contain a provision allowing these distributions. This corrects a plan's failure of §401(m) Matching test or §401(k) ADP/ACP test by refunding excess 401(k)/(m) contributions and allocable income (or recharacterizing pretax contributions as after-tax).

Please note the difference between this and the earlier deadline for Corrective distribution of excess contributions/Aggregate contributions that exceed the 401(k) ADP or 401(m) ACP test. Making corrective distributions avoids the excise tax on those distributions. After the deadline for making Corrective Distributions has passed, additional contributions may be made for non-highly compensated employees to avoid excise tax.

Required Minimum Distributions (participants who reached the mandatory distribution age in prior calendar year)

December 31, 2024

This is the annual deadline for participants to take their annual Required Minimum Distribution after meeting the April 1 deadline for taking their initial RMD (due April 1 of the year after they reach the IRS-defined age to begin mandatory distributions or, if later, April 1 following the year they separate from service).

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More descriptions for ongoing plan compliance

Communications and participant support

Summary Plan Description (SPD) for plans subject to ERISA

- New participants and beneficiaries must receive an SPD within 90 days of becoming a participant or first receiving benefits as a beneficiary.
- In the case of a new plan, participants and beneficiaries must receive an SPD within 120 days of either plan establishment or when the plan becomes subject to ERISA, whichever comes first.
- Existing employees must receive an updated SPD every five years if your plan is amended or information in the SPD changes. Otherwise, every 10 years. SPDs must also be provided upon request to participants and all beneficiaries (including alternate payees and beneficiaries not yet in pay status) within 30 days of receipt of written request.

Participant fee disclosure requirements

- Service and fee disclosure notices must be provided on or before the date on which a participant or beneficiary can first direct investments in the plan, and at least annually thereafter.
- A statement of account expenses and the services for which the expenses apply, must be furnished at least quarterly.
- Changes to plan-related fee information, or the addition of an investment alternative, must be communicated to participants at least 30 days, but not more than 90 days, in advance.

Defined contribution plan statements

Must be provided at least quarterly (within 45 days after the end of the quarter) to participants who have the right to direct their investments. Plan recordkeeper(s) generally provide statements that satisfy this requirement.


Blackout period notices

When the ability to direct or diversify plan assets or obtain loans or distributions is temporarily suspended, limited or restricted under an individual account for more than three consecutive days, notices must be provided to participants and beneficiaries no earlier than 60 and no later than 30 days prior to this blackout period.

Contributions

Employee contribution remittance

- **Non-ERISA plans (including government plans):** To meet the standard of “reasonableness,” be sure to process salary deferral contributions within 15 business days following the month in which they would otherwise have been paid to the participant.
- **ERISA plans:** There is no safe harbor for large plans (plans with 100 or more participants on the first day of the plan year). They need to meet more stringent DOL standards for processing salary deferral contributions—i.e., as soon as administratively possible, and in no event later than 15 business days following the month in which deferrals are withheld. For small plans (plans with less than 100 participants on the first day of the plan year), plan contributions must be remitted within seven business days from the date an employee’s elective deferral is made.

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More descriptions for ongoing plan compliance (cont'd)

Employer match,* annual profit-sharing contributions and true-ups

- Remit annual match and/or profit-sharing and true-up contributions by your tax return filing date (taking extensions into account).
- Remit the match each payroll period as directed by your Plan Document, but no later than your tax return filing date for the plan year to which the match applies (taking extensions into account).
- If you do not file a tax return (e.g., tax-exempt entities and governmental employers), the applicable deadline is no later than the 15th day of the 10th month following the end of the calendar year (or fiscal year, if applicable) with or within the applicable 415 limitation year.

***Reminder:** Average deferral percentage/Average contribution percentage testing cannot be done until the employer match has been remitted.

Vesting disclosure

Provide participants with information about their vested status at least once annually. Note that vesting disclosure is often included on quarterly statements provided by your recordkeeper(s).

Distributions

Required explanation of eligible rollover distributions (§402(f) notice) must be provided to distributees no less than 30 days and no more than 180 days prior to the date of distribution, at which time the distributee may confirm their distribution election. These are generally provided by plan recordkeeper(s).

Plan summary and compliance

Plan sponsor fee disclosure: Ensure you received disclosures from all your covered service providers prior to entering into any new arrangement for services or investments with you. Be prepared to review and assess the disclosure and findings, and follow up on any questions or concerns.


Annual nondiscrimination testing: Must be completed and corrected (if failed) within 12 months after the end of the plan year.

Universal Availability Notice: If you have a 403(b) plan, you must give meaningful notice to employees annually of their right to make salary deferrals. The notice must communicate to employees:

- Their right to make elective deferrals
- When to make an election
- When and how often during the year they can change that election

Assets and investments

Fidelity bond: ERISA plans are required to have their plan assets protected by a fidelity bond with coverage of at least 10% of plan assets with a minimum coverage amount of \$1,000 and maximum coverage amount of \$500,000.

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The New York Stock Exchange (NYSE) is open weekdays, 9:30 a.m. to 4 p.m. (ET).

Below is a complete schedule of NYSE holiday closings for 2023-2025. You can always refer to www.nyse.com/markets/hours-calendars for more details.

NYSE holidays	2023	2024	2025
New Year's Day	Monday, January 2	Monday, January 1	Wednesday, January 1
Martin Luther King, Jr. Day	Monday, January 16	Monday, January 15	Monday, January 20
Washington's Birthday/Presidents' Day	Monday, February 20	Monday, February 19	Monday, February 17
Good Friday	Friday, April 7	Friday, March 29	Friday, April 18
Memorial Day	Monday, May 29	Monday, May 27	Monday, May 26
Juneteenth Independence Day	Monday, June 19	Wednesday, June 19	Thursday, June 19
Independence Day	Tuesday, July 4*	Thursday, July 4*	Friday, July 4*
Labor Day	Monday, September 4	Monday, September 2	Monday, September 1
Thanksgiving Day	Thursday, November 23**	Thursday, November 28**	Thursday, November 27**
Christmas	Monday, December 25	Wednesday, December 25***	Thursday, December 25***

*Market closes early at 1 p.m. (ET) on Monday, July 3, 2023, Wednesday, July 3, 2024, and Thursday, July 3, 2025.

**Market closes at 1 p.m. (ET) on Friday, November 24, 2023, Friday, November 29, 2024, and Friday, November 28, 2025 (the day after Thanksgiving).

***Market closes early at 1 p.m. (ET) on Tuesday, December 24, 2024, and Wednesday, December 24, 2025.



For more information

If you have questions or would like additional information, please contact your relationship manager or any advisor you may be working with. If you are served exclusively by the Administrator Telephone Center, please call **888-842-7782**, weekdays, 8 a.m. to 8 p.m. (ET).

Please note that TIAA is unable to provide legal or tax advice. We strongly encourage you to seek advice based on your own particular circumstances from an independent legal or tax advisor.

For specific IRS Instructions for any forms, refer to www.irs.gov/instructions.

This material is for informational or educational purposes only and does not constitute investment advice under ERISA. This material does not take into account any specific objectives or circumstances of any particular investor, or suggest any specific course of action. Investment decisions should be made based on the investor's own objectives and circumstances.

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