

# CASH BALANCE AND 401(K) PLAN TIMELINE

## FOR CALENDAR YEAR PLANS

### JANUARY

- 1** **Year-end information requests are sent.** This includes a:
- checklist requesting information
  - census spreadsheet that is required to complete plan year-ends

**15** **Last quarterly contribution due for the Cash Balance Plan for the prior plan year, if applicable.** Please communicate to your Goldleaf Partners Client Relationship Manager the amount and when the contribution is made.

### FEBRUARY

- 28** **Goldleaf will complete the following** (contingent upon receiving complete year-end census spreadsheet and checklist by January 31):
- process employer-submitted plan year-end information
  - 401(k) compliance testing
  - calculate contributions for both the Cash Balance and 401(k) Plan

This process will be completed within 30 days of receipt of the accurately-completed year-end information request.

### MARCH

**15** **Tax deadline for S Corporations and Partnerships.** If an extension has not been filed, this will also be the contribution deadline. Please communicate to your Goldleaf Partners Client Relationship Manager the amount and when the contribution is made.

**31** **First Adjusted Funded Target Attainment Percentage (AFTAP) due date.** If the prior year AFTAP for the Cash Balance Plan was less than 90%, it is recommended that the prior year contribution be made by this date. Please communicate to your Goldleaf Partners Client Relationship Manager the amount and when the contribution is made.

### APRIL

**15** **First quarterly contribution due date.** If the FTAP for the prior year was less than 100%, quarterly contributions are required for the next plan year. April 15th is the first quarterly contribution due date. For example, if as of January 1, 2016, the FTAP was less than 100%, quarterly contributions are required for the 2017 plan year and the first quarterly contribution will be due April 15, 2017. Please communicate to your Goldleaf Partners Client Relationship Manager the amount and when the contribution is made.

**15** **Tax deadline for Sole Proprietors and C Corporations.** If an extension has not been filed, this will also be the contribution deadline. Please communicate to your Goldleaf Partners Client Relationship Manager the amount and when the contribution is made.

### MAY

**15** **Statements.** If you have timely returned your plan year-end request package and your prior year contribution has been made, Goldleaf will provide the participant statements to you for distribution to your participants after this date. These statements will show the participants' accrued benefit in the defined benefit plan as of the last day of the prior plan year.

**31** **Distributions.** If the prior year contribution has been submitted, this is a good time to send cash balance and 401(k) distribution requests for terminated participants. Contact your Goldleaf Partners Client Relationship Manager for the appropriate paperwork. If you have not yet submitted the prior year contribution, termination distributions should be processed after that contribution has been made.

### JUNE

**1** **EFAST2 Credentials:** If you have not yet obtained the DOL credentials for filing the IRS Form 5500 via EFAST 2, credentials should be obtained.

### JULY

**15** **Second quarter contribution is due,** if applicable. Please communicate to your Goldleaf Partners Client Relationship Manager the amount and when the contribution is made.

**31** **IRS Form 5500 due date,** unless a tax extension or IRS Form 5558 has been filed. If IRS Form 5500 is filed on this date, the "Annual Funding Notice" should be provided to the plan participants immediately.

*August – December on reverse*

*Dates listed are generic deadlines to reflect yearly due dates. Deadlines may change each year as modified by the IRS or DOL for holiday schedules. These dates are based on a calendar year plan. If your plan year is not based on the calendar year, these specific dates may not be applicable.*

*Please contact your Goldleaf Partners Client Relationship Manager for your plan specific due date*

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### AUGUST

**Review your business objectives.** Your Goldleaf Partners Client Relationship Manager will contact you to go over those objectives and to help make any changes for the next year if necessary.

### SEPTEMBER

**15 Final prior year plan contribution is due,** only if a tax extension had been filed. Please communicate to your Goldleaf Partners Client Relationship Manager the amount and when the contribution is made.

**15 Minimum Funding Deadline.** Contributions for the prior year must be deposited by this date. This deadline is not extended if it falls on a weekend or on a holiday.

**30 Summary Annual Report (SAR).** The SAR for the 401(k) plan must be distributed to each plan participant no later than September 30<sup>th</sup>. If the Form 5500 extension is filed, this notice deadline is extended to December 15<sup>th</sup>.

### OCTOBER

**1 AFTAP Benefit Restrictions.** Automatic restrictions apply to the cash balance plan if the AFTAP was not certified before this date. Be sure the requested information is provided early enough to allow the certification to be completed prior to this date.

**15 Prior year IRS Form 5500 due if IRS Form 5558 was timely filed by July 31\*.** If IRS Form 5500 is filed on this date, the Annual Funding Notice included should be provided to the plan participants immediately.

**15 Third quarter contribution is due,** if applicable. Please communicate to your Goldleaf Partners Client Relationship Manager the amount and when the contribution is made.

**15 Due date for filing Pension Benefit Guarantee Corporation (PBGC) premiums for calendar year plans.** For new plans, the deadline is the later of the normal premium due date (October 15<sup>th</sup>) or 90 days after the date of the plan's adoption.

### NOVEMBER

**15 Required Minimum Distributions.** Packets for Required Minimum Distributions (RMDs) will be sent to plans that may include deceased participants or anyone who may be meeting their Required Beginning Date (RBD). Generally the RBD is age 70 1/2 but may be delayed until retirement for employees who are not greater than 5% owners.

### NOVEMBER

**15 Safe Harbor Notice.** If your plan provides for a Safe Harbor contribution, the Safe Harbor notice should be provided to your participants.

### DECEMBER

**1 Last day to provide the Safe Harbor notice to plan participants.**

*January – July on reverse*

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*Please contact your Goldleaf Partners Client Relationship Manager for your plan specific due dates.*