



12 Month Fiduciary Calendar For Use with 401k/403b Plans

Below is a suggested calendar of activities for 401(k)/403(b) Plans. The plan fiduciaries should meet regularly to review the plan investments and fees.

- January - **Review Meeting**
- Review investment performance, including Investment Policy Statement
 - Review fees (including 408(b)(2) disclosures from all providers)
- **Distribute** enrollment materials to newly eligible employees who will enter the Plan on 1/1, including the Summary Plan Description, the most recent 404(a) participant fee disclosures, the QDIA notice and the 404(c) notice
- February
- March -**Excess Contributions:** If plan fails non-discrimination testing, ADP/ACP refunds due to Highly Compensated Employees (HCEs) by March 15 in order to avoid 10% excise tax on employer imposed by the IRS.
- April -**Required Minimum Distribution (RMD):** initial RMD for any employees who turned 70 ½ or retired in previous year
- May
- June - **Review Meeting**
- Review investment performance
 - Review educational goals for plan participants
- July - **File annual Form 5500** by 7/31 for plans with a calendar plan year end (unless extension is filed)
- August
- September - **Educational event** (group meeting for participants, one-on-one meetings or educational mailing)
- Distribute Summary Annual Report to all participants by 9/30 (deadline for distributing Summary Annual Report is extended to 12/15 if the 5500 filing was put on extension)
- October
- November: - **Distribute** annual QDIA, Safe Harbor, and Universal Availability Notices (if applicable) by 11/30
- **Distribute** annual 404(a) and 404(c) notices from Recordkeeper and TPA to all participants (notices provided by Recordkeeper and TPA)
- December - **Review ERISA Bond** to ensure that it continues to cover at least 10% of Plan assets as of the end of the previous year