



2019

# Bridgehaven Fiduciary Partners

ANNUAL REGULATORY AND COMPLIANCE CALENDAR FOR  
401(K) PLANS

## First Quarter Deadlines

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- **Week of January 13<sup>th</sup> - Bridgehaven 4<sup>th</sup> Qtr Investment Reviews begin.**
- **January 31<sup>st</sup>** – 1099Rs are distributed for the prior year distributions.

- **March 15<sup>th</sup>** – Deadline for corrective distributions due to failed ACP/ADP testing (without excise tax).
- **March 15<sup>th</sup>**- Deadline for S Corps. to make employer contributions for tax deductions with no extension filed.
- **March 29<sup>th</sup>** -Last Day to file Form 5330 on excise taxes for the previous plan year.

## Second Quarter Deadlines

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- **Week of April 14<sup>th</sup> – Bridgehaven 1<sup>st</sup> Qtr Investment Reviews begin**
- **April 1<sup>st</sup>**– Last day to pay initial RMDs (Required Minimum Distributions) to participants electing to receive an RMD by 4/1 in lieu of 12/31 of the preceding year.
- **April 15<sup>th</sup>** – 402(g) corrective distributions of excess deferrals must be distributed to avoid double taxation.
- **June 30<sup>th</sup>** – Deadline for corrective distributions due to failed ACP/ADP testing for EACA plans (without 10% excise tax).

### Third Quarter Deadlines

July 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- **Week of July 14<sup>th</sup>- Bridgehaven 2<sup>nd</sup> Qtr reviews begin**
- **July 29<sup>th</sup>** – Deadline for sending Summary of Material Modification (*210 days after end of plan year in which amendment was adopted*)
- **July 31<sup>st</sup>** – Annual Form 5500 and Form 9955-SSA are due if no extensions were filed.

- **September 16<sup>th</sup>** – The extended deadline for S Corp. to make employer contributions and take tax deduction with corporate tax extension.
- **September 30<sup>th</sup>** – SAR (Summary Annual Report) deadline for plans that did not file an extension (Form 5558).

## Fourth Quarter Deadlines

October 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- **Week of October 13<sup>th</sup> - Bridgehaven 3<sup>rd</sup> Qtr reviews begin.**
- **October 15<sup>th</sup>** - Extended deadline for annual Form 5500 and Form 8955 SSA, if extensions were filed.
- **October 15<sup>th</sup>** – Extended deadline for C Corp. to make employer contributions and take tax deduction with corporate tax extension.
- **December 1<sup>st</sup>** – All annual plan notices are due to be distributed for all 12/31 calendar plan year ends (Safe Harbor, EACA, ACA, QACA, and QDIA).
- **December 15<sup>th</sup>** – SAR (Summary Annual Report) deadline for plans that have filed an extension (Form 5558).
- **December 31<sup>st</sup>** – RMDs (Required Minimum Distributions) deadline for participants who are 70 1/2 of age and older.

*This calendar is a general overview of key dates in terms of 401(k) compliance and should not be used to indicate all possible dates that may impact your specific plan. For more information pertaining to your plan, you may contact your current plan record keeper or reach out to Bridgehaven Fiduciary Partners.*

## Summary of Required Participant Notices

### Summary Plan Description (SPD)

- Delivered to new hires within 90 days of hiring. Updated SPD must be furnished every 5 years if changes were made to the SPD or there was a plan amendment; otherwise every 10 years.

### Summary of Material Modification (SMM)

- Must be furnished to all participants (terminated with balances, eligible and active) no later than 210 days after the plan year-end, in which changes were made.

### Summary Annual Report (SAR)

- Must be distributed to all participants (terminated, active and beneficiaries) with a balance, no later than 9 months after the plan year-end.

### Investment Change Notices

- To qualify for 404(c) protection, if there is an investment change in the plan, notices must be sent to all participants (terminated with balances, active and eligible) no less than 30 days but no greater than 60 days prior to a fund change effective date.

### Participant Fee Disclosure - 404(a)(5)

- Must be provided to all new participants before joining the plan, annually within 14 months of the prior notice and 30 days prior to any changes to plan fees.

### Participant Account Statements

- Provided to participants with balances at least quarterly via mail or electronically with participant consent.

### Qualified Default Investment Alternative (QDIA) Notice

- Must be provided within 30 days of becoming eligible and annually to all participants (terminated with balances, active and eligible but not participating). Also must be provided in the event of a change to the plan QDIA.

### Eligible Automatic Contribution Arrangement (EACA) Notice ( if applicable)

- Must be provided initially to new hires and annually thereafter to all active participants and eligible participants who are not currently participating. Includes information on auto-enrollment feature, auto deferral changes and an explanation of permissible withdrawal feature.

### Automatic Contribution Arrangement (ACA) Notice ( If applicable)

- Must be provided initially to new hires and annually thereafter to all active and terminated participants with a balance. Includes information on auto-enrollment feature and auto deferral changes.

### Qualified Automatic Contribution Arrangement (QACA) Notice ( If applicable)

- Must be provided initially to new hires and annually thereafter to all active participants with a balance and all eligible but not currently participating. Includes description of safe harbor feature, vesting for each money source, auto-enrollment feature and withdrawal conditions.

### Safe Harbor Notice ( If applicable)

- Must be provided initially to new hires and annually thereafter to all active participants and all eligible but not participating. Includes description of safe harbor feature, vesting for each money source, auto-enrollment feature and withdrawal conditions.

## Guide to Delivery of Notices

Standard delivery methods for plan information to participants must making use reasonably calculated measures to ensure receipt of plan materials.

### Standard Delivery Requirements

- First class mail
- Any other class of mail in which forwarding postage is guaranteed and address correction is requested
- In-hand delivery to an employee through employee's work

### E-Delivery Requirements

You may elect to use e-mail to deliver some or all of these notices to your employees who can access electronic documents at their work location (whether on site, in the office, at home or on the road), and for whom such access is an integral part of their work duties, may receive electronic materials automatically (i.e., without affirmatively consenting to electronic distribution). A workplace Kiosk, would not be considered as acceptable in this manner as access to such kiosk may not be vital to their job function. Many employers find that electronic delivery helps in reducing plan costs.

Participants who don't meet these access requirements (e.g., retirees, beneficiaries, active employees who don't use a computer as part of their jobs) must provide consent in a manner that shows they are able to receive documents electronically.

Before consent is obtained by those individual, participants must be told:

- That they can withdraw their consent at any time without charge.
- What the procedures are for withdrawing consent and for updating an address or other information, and
- What type of software and hardware is required to access and save the documents?

In addition, the delivery system must:

- Result in actual receipt of the document (e.g., using return receipt notices).
- Protect the confidentiality of any personal information.
- Use the same style and format as the paper document.
- Provide notice, when the document is distributed, of why it's important and including that the participant can ask for a free paper copy of the SPD.

## Cost of Living Adjustments for 2018

### Retirement Plan 401(k) Plan Limits

	2019	2018	2017	2016	2015	2014	2013
<b>401(k) Elective Deferrals</b>	\$19,000	\$18,500	\$18,000	\$18,000	\$18,000	\$17,500	\$17,500
<b>Annual Defined Contribution Limit</b>	\$56,000	\$55,000	\$54,000	\$53,000	\$53,000	\$52,000	\$51,000
<b>Annual Comp Limit</b>	\$280,000	\$275,000	\$270,000	\$265,000	\$265,000	\$260,000	\$255,000
<b>Catch-Up Contribution Limit</b>	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$5,500	\$5,500
<b>Highly Comp Employees</b>	\$125,000	\$120,000	\$120,000	\$120,000	\$120,000	\$115,000	\$115,000
<b>Key Employee</b>	\$180,000	\$175,000	\$175,000	\$170,000	\$170,000	\$170,000	\$165,000

### Non-401(k) Related Limits

	2019	2018	2017	2016	2015	2014	2013
<b>403(b)/457 Elective Deferrals</b>	\$19,000	\$18,500	\$18,000	\$18,000	\$18,000	\$17,500	\$17,500
<b>SIMPLE Employee Deferrals</b>	\$13,000	\$12,500	\$12,500	\$12,500	\$12,500	\$12,000	\$12,000
<b>SIMPLE Catch-Up Deferral</b>	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$2,500	\$2,500
<b>SEP Minimum Compensation</b>	\$600	\$600	\$600	\$600	\$600	\$550	\$550
<b>SEP Annual Comp Limit</b>	\$280,000	\$275,000	\$270,000	\$265,000	\$265,000	\$260,000	\$255,000
<b>Social Security Wage Base</b>	\$132,900	\$128,400	\$127,200	\$118,500	\$118,500	\$117,000	\$113,700
<b>IRA Limit</b>	\$6,000	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500
<b>IRA Catch up Limit</b>	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000