

2018

Reporting and disclosure requirements under ongoing calendar-year qualified plans

Reporting requirements

Item	Description	Recipient	Due date
Form 1099-R	Report of distributions from pensions, annuities, retirement or profit-sharing plans, IRAs, insurance contracts, etc.	IRS and payees	1/31/2018 payees 2/28/2018 (4/2/2018* if filed electronically) IRS additional 30 days available if extension requested
Form 11-K	Annual report required where employee contributions may be invested in company stock	SEC	6/29/2018
Form 5558	Application for extension of time to file Form 5500 and/or Form 8955-SSA; extension up to 2½ months after the normal due date. Not required if filer uses automatic extension to 10/15/2018, i.e., plan year and employer tax year the same and employer granted extension for tax return	IRS	7/31/2018
Form 5500 (including applicable schedules and attachments)	Annual return/report of employee benefit plan	DOL	7/31/2018 (10/15/2018 if extension applies)
Form 8955-SSA	Annual statement identifying participants with deferred vested benefits	IRS	7/31/2018 (10/15/2018 if extension applies)
Comprehensive PBGC premium filing	Flat-rate premium payment and variable-rate premium payment	PBGC	10/15/2018 (variable-rate premium can be an estimate with true-up by 4/30/2019 if certain conditions are met)
PBGC reporting for underfunded plans	Annual reporting of financial and actuarial information. Required when any plan in the controlled group has a funding ratio below 80%**	PBGC	4/16/2018* (if all nonexempt controlled group members have the same non-calendar fiscal year, 105 days after close of fiscal year). Separate, additional reporting required within 10 days of missed contributions exceeding \$1 million in the aggregate

*The IRS, DOL, PBGC and SEC, as applicable, extend the filing due date to the following business day when the due date falls on a weekend or holiday.

**The PBGC waives reporting if the aggregate underfunding of the controlled group's underfunded defined benefit plans does not exceed \$15 million.

Disclosure requirements

Item	Description	Recipient	Due date
Summary of material modifications	Summary of any change to SPD information if material change adopted in 2017	Participants and beneficiaries	7/29/2018*
Summary annual report	Summary information on plan's financial activities as reported on Form 5500 (not applicable to defined benefit plans subject to Title IV of ERISA)	Participants and beneficiaries	9/30/2018* or two months after Form 5500 is due, if later
Summary plan description	Summary of plan in easily understandable language	Participants and beneficiaries	Within 90 days after individual becomes a participant or within 90 days after beneficiary first receives benefits
Participant benefit statement	Statement including participant's total accrued benefit, vested benefit and certain other information	DC plans: participants and beneficiaries	DC plans: within 45 days of the end of each calendar quarter if participant directs investments; otherwise annually by date 5500 is filed for plan year to which statement relates but not later than due date of such 5500
		DB plans: active participants	DB plans: every three years or provide annual notice of availability
Annual funding notice	Notice of plan's funding status. Required for defined benefit plans subject to Title IV of ERISA	Participants, beneficiaries, labor organizations (if applicable), PBGC (if more than \$50 million underfunded)	4/30/2018 Plans with 100 or fewer participants may have additional time to furnish
Rollover notice	Explanation of direct rollover option and related federal income tax rules	Recipients of eligible rollover distributions	Generally, not less than 30 and not more than 180 days before the date of distribution; 30 days may be waived by recipient
Optional forms explanation	Explanation of payment options, right to defer and consequences of not deferring	Recipients of distributions	Generally, not less than 30 and not more than 180 days before the date of distribution; 30 days may be waived by recipient
QJSA notice	Written explanation of qualified joint and survivor annuity provisions, relative values and election procedures. Required for plans subject to joint and survivor rules (generally, defined benefit and money purchase pension plans)	Participants	Generally, not less than 30 and not more than 180 days before the annuity starting date; 30 days may be waived by recipient
QPSA notice	Written explanation of plan's qualified preretirement survivor annuity provisions. May be required for plans subject to joint and survivor rules (generally, defined benefit and money purchase pension plans). Most plans are designed to be exempt from this notice requirement	Participants	Generally, between first day of plan year in which participant reaches age 32 and end of plan year prior to attaining age 35, or one year after the individual becomes a participant, if later
Suspension of benefits notice	Explanation of why benefit payments are being suspended upon reemployment or continued employment after reaching normal retirement age	Participants who commenced receiving benefit payments that are suspended because of reemployment or who continue working after their normal retirement age and do not commence benefit payments	During the first calendar month or payroll period in which benefits are suspended

*The DOL does not have an official policy extending the due date for disclosures to the following business day if the date falls on a weekend or holiday.

This summary chart focuses on the most typical reporting and disclosure requirements and is for informational purposes only. It should not be used as a substitute for legal, accounting, actuarial or other professional advice.