



# Important Deadlines: 2023-2024

Please refer to this guide for new and transfer plans, and for clients requesting a plan amendment. We're here to help. If you have an opportunity you would like to discuss, please call us at **800-345-6363**.

## Important dates for NEW plans live in 2023

| Plan Action  | Client Objective  | SmartStart or Online Onboarding Signoff Due Date to Adopt Preapproved Document <sup>1</sup> | Plan Sponsor Actions   |
|--|---|---|--|
| <b>Adopt safe harbor or eligible automatic contribution arrangement (EACA)<sup>2</sup> provision</b> | Live by 9/30/2023   | 8/15/2023   | <ul style="list-style-type: none"> <li>▪ Sign on or before 9/30/2023</li> <li>▪ Provide safe harbor notice before 9/1/2023</li> <li>▪ Provide EACA notice before 9/1/2023, if practical</li> <li>▪ Employer must allow deferrals to commence by 10/1/2023</li> </ul> |
| <b>Adopt non-safe harbor provision</b>   | Live by 12/31/2023  | 11/15/2023  | <ul style="list-style-type: none"> <li>▪ Sign on or before 12/31/2023</li> </ul>   |
|  | Not live by 12/31/2023, but document completed and ready for signature by 12/31/2023 (2023 effective date permits 2023 profit sharing contribution) | 11/15/2023  | <ul style="list-style-type: none"> <li>▪ Sign on or before 12/31/2023</li> </ul>   |

The "live by" date is the date the plan is live on the recordkeeping system. The deadlines shown assume:

- If a date falls on a weekend or holiday, the deadline will be the prior business day.
- SmartStart or Online Onboarding is completed in full and not missing any information and signoff has been completed.
- Employer reviews and returns executed plan documents by the deadline and in good order.
- All parties meet their designated responsibilities and dates as laid out in the Installation Timeline. For transfer plans, the actual plan document deadline may be earlier than the legislative deadline listed to allow time for recordkeeping setup, printing, and distribution of enrollment guides and other pre-conversion tasks.
- SmartStart or Online Onboarding is a digital tool used to collect plan design and investment parameters for establishing your plan.

<sup>1</sup>For plans using an outside provider's document, the deadline to receive the document for any plan action is two weeks prior to the SmartStart or Online Onboarding deadline.

<sup>2</sup>EACA can only be added as of the first day of a plan year.

## Important dates for TRANSFER plans live or intending to process payrolls in 2023

| Plan Action   | Client Objective   | SmartStart or Online Onboarding Signoff Due Date to Adopt reapproved Document* | Plan Sponsor Actions  |
|---|--|--|---|
| <b>Adopt safe harbor provision</b>  | Profit-sharing plan adding deferrals and safe harbor provisions for 2023 live by 9/30/2023   | 7/31/2023  | <ul style="list-style-type: none"> <li>▪ Sign on or before 9/30/2023</li> <li>▪ Provide safe harbor notice before 9/1/2023</li> <li>▪ Employer must allow deferrals to commence by 10/1/2023</li> </ul>   |
|   | 401(k) plan adding a 3% safe harbor non-elective contributions for the 2023 plan year, during the 2023 plan year, effective by 12/1/2023     | 9/29/2023  | <ul style="list-style-type: none"> <li>▪ Sign on or before 12/1/2023</li> </ul>   |
|   | 401(k) plan adding a 4% safe harbor non-elective contribution for the 2023 plan year, effective after 12/1/2023 and no later than 12/31/2023 | 9/29/2023  | <ul style="list-style-type: none"> <li>▪ Sign on or before live date</li> </ul>   |
| <b>All other plans, including plans with existing safe harbor provision</b><br><br><b>NOTE:</b> <i>Safe harbor plans have limitations on mid-year amendments.</i> | Live by 12/31/2023   | 10/31/2023   | <ul style="list-style-type: none"> <li>▪ Sign on or before 12/31/2023</li> <li>▪ Provide notice(s), if applicable, for 2023 plan year 30 days prior to effective date</li> <li>▪ Provide notice(s), if applicable, by 12/1/2023 for the 2024 plan year</li> </ul> |
|   | Not live by 12/31/2023, but able to process payrolls by 12/31/2023   | 10/31/2023   | <ul style="list-style-type: none"> <li>▪ Sign on or before 12/31/2023</li> <li>▪ Provide notice(s), if applicable, for 2023 plan year 30 days prior to effective date</li> <li>▪ Provide notice(s), if applicable, by 12/1/2023 for the 2024 plan year</li> </ul> |
|   | Not live by 12/31/2023, and not able to process payrolls by 12/31/2023, but amendment effective for 2023                                     | 10/31/2023   | <ul style="list-style-type: none"> <li>▪ Sign on or before 12/31/2023</li> <li>▪ Provide notice(s), if applicable, for 2023 plan year 30 days prior to effective date</li> <li>▪ Provide notice(s), if applicable, by 12/1/2023 for the 2024 plan year</li> </ul> |

\*For plans using an outside provider's document, the deadline to receive the document for any plan action is two weeks prior to the SmartStart or Online Onboarding deadline.

## Important dates for NEW plans live in 2024

| Plan Action  | Client Objective      | SmartStart or Online Onboarding Signoff Due Date to Adopt Preapproved Document* | Plan Sponsor Actions  |
|--|-----------------------|---|---|
| Adopt safe harbor and/or auto enrollment provision   | Live on 1/1/2024      | 11/15/2023  | <ul style="list-style-type: none"> <li>▪ Sign on or before 1/1/2024</li> <li>▪ Provide notice(s) before 12/1/2023</li> </ul>  |
| Adopt non-safe harbor, non-auto enrollment provision | Live on 1/1/2024      | 11/15/2023  | <ul style="list-style-type: none"> <li>▪ Sign on or before 1/1/2024</li> </ul>  |
| Adopt new plan in 2024 for 2023                      | Live any time in 2024 | 3/1/2024 (within 60 days of plan year end)                                      | <ul style="list-style-type: none"> <li>▪ Sign on or before date intended to be live (must be no later than plan sponsor's tax return due date plus extensions)</li> </ul> |

\*For plans using an outside provider's document, the deadline to receive the document for any plan action is two weeks prior to the SmartStart or Online Onboarding deadline.

## Important dates for TRANSFER plans live in 2024

| Plan Action  | Client Objective  | SmartStart or Online Onboarding Signoff Due Date to Adopt Preapproved Document* | Plan Sponsor Actions   |
|--|---|---|--|
| Adopt safe harbor and/or auto enrollment provision                   | 401(k) plan adding safe-harbor match or a prospective non-elective contribution, or adding auto enrollment for 2024 effective by 1/1/2024 | 10/31/2023  | <ul style="list-style-type: none"> <li>▪ Sign on or before 12/31/2023</li> <li>▪ Provide notice(s) before 12/1/2023</li> </ul> |
|  | 401(k) plan adding a 4% safe harbor non-elective contribution after the 2023 plan year, for the 2023 plan year, and live by 1/1/2024      | 10/31/2023  | <ul style="list-style-type: none"> <li>▪ Sign on or before 12/31/2023</li> </ul>   |
| All other plans, including plans with existing safe harbor provision | Live by 1/1/2024  | 10/31/2023  | <ul style="list-style-type: none"> <li>▪ Sign on or before 12/31/2023</li> <li>▪ Provide notice(s) before 12/1/2023</li> </ul> |
|  | Not live by 1/1/2023, but able to process payrolls by 1/1/2024  | 10/31/2023  | <ul style="list-style-type: none"> <li>▪ Sign on or before 12/31/2023</li> <li>▪ Provide notice(s) before 12/1/2023</li> </ul> |

\*For plans using an outside provider's document, the deadline to receive the document for any plan action is two weeks prior to the SmartStart or Online Onboarding deadline.

## Important dates for current client amending their plan document

| Client Objective  | Amendment Request Deadline to Ascensus | Plan Document Due Date   |
|---|--|--|
| <b>401(k) plan adding safe-harbor match or a prospective non-elective contribution for 1/1/2024</b>   | 11/1/2023                              | <ul style="list-style-type: none"> <li>▪ Sign on or before 12/31/2023</li> <li>▪ Provide notice(s) before 12/1/2023</li> </ul>   |
| <b>401(k) plan adding auto enrollment for 1/1/2024</b>  | 10/13/2023                             | <ul style="list-style-type: none"> <li>▪ Sign on or before 12/1/2023</li> <li>▪ Provide notice(s) before 12/1/2023</li> </ul>  |
| <b>401(k) plan adding a 3% safe harbor non-elective contribution during the 2023 plan year, effective by 12/1/2023</b>                        | 10/2/2023                              | <ul style="list-style-type: none"> <li>▪ Sign on or before 12/1/2023</li> </ul>  |
| <b>401(k) plan adding a 4% safe harbor non-elective contribution for the 2023 plan year, effective on a date after 12/1/2023.</b>             | 30 days prior to effective date        | <ul style="list-style-type: none"> <li>▪ Sign on or before effective date of adoption agreement</li> </ul>   |
| <b>401(k) plan with safe harbor, EACA, and/or automatic contribution agreement (ACA) and elected the notice delivery service for 1/1/2024</b> | 9/1/2023                               | <ul style="list-style-type: none"> <li>▪ Sign on or before 10/1/2023 (adoption agreement must be signed in order to receive notice delivery service)</li> <li>▪ Notice(s), if applicable, will be mailed for employers early November</li> </ul> |
| <b>All other amendments effective 1/1/2024</b>  | 12/1/2023                              | <ul style="list-style-type: none"> <li>▪ Sign on or before 12/31/2023</li> </ul>   |

For more information, please call **800-345-6363**.