401(k) Plan Administration Cycle

The 401(k) Profit Sharing Plan you have established for your 2018 tax year, is a qualified retirement plan approved by the IRS. Pension Services Inc, PSI, will work with you throughout the year to keep your plan in compliance with the IRS code and to support you in meeting your contribution and retirement savings goals. Your plan is administered on an annual cycle.

Annual Administration for 2018 Tax Year

What Pension Services Does	What You Do
January - February 2019 * Contacts you to verify year-end 2018 information.	No later than 15 days after the end of your plan year * For Corporations: Deposit salary deferrals to your Trust investment account.
January - April 2019 * Calculates your final 2018 contribution amount. * Notifies you of final contribution amount and requests confirmation date and amount of contribution made.	Corporations: No later than March 15, 2019 Sole Proprietors & Partners: No later than April 15, 2019 * Deposit your full contribution to the Trust custodial account. * Notify PSI of your deposit, OR File Extention.
No later than July 31, 2019 When full contribution is deposited by client, PSI: ** Completes signature-ready IRS Form 5500. For clients who have not made their full contribution, PSI: ** Submits IRS Form 5558 to IRS, (there is a fee for filing an extension of the IRS Form 5500).	Sign and File IRS Form 5500 No later than July 31, 2019 * If full contribution is made, sign Form 5500 and an authorization for PSI to file Form 5500 electronically.
April - September 15, 2019: For clients who filed for a Tax Extension * Calculates final 2018 contribution amount * Notifies clients of final contribution amount and requests confirmation when contribution has been made. * Completes signature-ready IRS Form 5500.	No later than September 15, 2019 for all plans on EXTENSION * Last date contributions should be deposited to meet the IRS tax filing deadline without IRS penalty. * Notify PSI of your deposit.
No later than October 1, 2019 * Completes IRS Forms for all remaining clients.	No later than October 15, 2019 * Last date to form 5500 to IRS.
November - December 2019 * Calculates estimates of 2019 contributions, if requested. * Calculates Required Minimum Distributions (RMD) for clients over 70.5.	

Questions, Call 1-888-412-4120