



Strategic Update

Ideas, news and tips from Pension Strategies

April 2014

Welcoming New 401(K) Participants

A 401(k) Plan is often established to attract and retain valuable employees. Communicating on a regular bases about the benefits and details of your plan can encourage participation and help new participants understand the plan. In addition, an effective communication plan will satisfy the disclosure and compliance requirements under ERISA. Below is a checklist of topics to include in your 401(K) communication to participants:

- **Summary Plan Description (SPD)** - Provides general information about the provisions of the plan. The SPD must be distributed to each plan participant and beneficiary receiving benefits under the Plan within 90 days of becoming an eligible participant.
- **Beneficiary Designation Form** - Designates who should receive the participant's 401(k) Plan assets in the event of the participant's death.
- **Enrollment Form** - Allows the participant to indicate how much to contribute to the 401(k) Plan each pay period. This form should be completed by all eligible participants, even if they elect not to contribute to the 401(k) Plan.
- **Initial Participant Fee Disclosure** - Provides specific information on the investment related fees, as well as any additional fees charged to participants under the plan. This disclosure should be provided to all new participants who can direct their investments under the 401(k) Plan and must be distributed annually to all plan participants.
- **Safe Harbor Notice** - Provides specific information regarding the type of safe harbor contribution being offered by the 401(k) Plan. If the 401(k) Plan utilizes a safe harbor design, a Safe Harbor Notice must be provided to all employees as they become eligible for participation. This notice must also be distributed annually to all eligible plan participants.



Although the specific disclosure requirements may vary for each 401(k) Plan, the items listed above identify several required disclosures common to Plans. There may be additional disclosures required, depending on the design of the Plan. Please contact Pension Strategies with questions regarding these disclosures and which disclosures are appropriate for your Plan participants.

UPCOMING DEADLINES

April 1, 2014

New Year's Resolution: Less Paper and Clutter *Pension Strategies Introduces Electronic File Transfer*

Pension Strategies recently sent a letter and an election form inviting you

Required Minimum Distribution
Beginning Date for participants attaining age 70 ½ during 2013.

April 15, 2014

Individual income tax returns and LLC/partnership returns are due.

Remember your contribution to retirement plans must be made by the time you file your company tax return. If you need more time, ask your tax return preparer to extend your filing deadline

Extended due date of Forms 5500 for 6/30/2013 plan year ends

Employer contribution funding deadline for 7/31/2013 plan year ends

April 30, 2014
Initial filing deadline of Forms 5500 [or extension] for 9/30/2013 plan year ends

About Pension Strategies

Join Our Mailing List!

to sign up for our electronic mail delivery service. We use Citrix ShareFile, which is a secure file transfer service that "posts your mail" electronically instead of using First Class Mail.

We've had positive feedback and great response to our invitation! We hope you will consider taking advantage of this option. Give us a call today so we can answer any questions or concerns. If you have not received our invitation and are interested in this option, please contact us for assistance.

If you would like to learn more about ShareFile feel free to visit their website at [ShareFile](#). Security-specific information can be found at [ShareFile Security](#).

Pension Strategies News

Congratulations to Julie Thompson



Julie Thompson has met the requirements for the Qualified Plan Administrator and Qualified 401k Administrator designations, QPA and QKA. Julie passed a series of six exams through the American Society of Pension Professionals and Actuaries, ASPPA, to obtain this prestigious credential.

Julie is a Senior Pension Consultant with expertise in administering and reviewing a variety of plan types with an emphasis on defined benefit plans and combination defined benefit/defined contribution plan

designs. Julie is also a key member of our management team and chairs our Management Committee. With more than 16 years of experience and a Bachelors Degree in Mathematics from the University of Minnesota Moorhead, Julie plays a key role in Pension Strategies ability to provide our clients with excellent customer service and technical pension expertise.

Please let us know if you would like us to address any topics in upcoming issues of Strategic Update. We're here to be your best resource in the Retirement Planning industry.

Sincerely,
Jack Lawless, CPA, APM
Pam Johnson, QPA, CPC
Jill Hastings, JD
David Schattenberg, APA, Senior Consultant
Mallory Young, Senior Consultant
And the entire Pension Strategies team