



# PENSION STRATEGIES

QUALIFIED PLAN DESIGN & ADMINISTRATION

**Strategic Update: Ideas, news and tips from Pension Strategies**  
April 2016

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## 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 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 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 and distributed annually.

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, 2016

- Required Minimum Distribution Beginning Date for participants reaching age 70 ½ during 2015.

#### April 15, 2016

- Calendar year partnerships and individual tax returns due.
- Individual income tax returns and LLC/partnership returns 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.

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### Alert: Phishing Scheme Involving W-2s

On March 3, 2016, the Internal Revenue Service released an Alert to Payroll and HR Professionals announcing an emerging phishing email scheme that purports to be from company executives and requests personal information on employees. The full Alert may be found [here](#).

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Learn more about Pension Strategies

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,  
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Mallory Young, Senior Consultant  
And the entire Pension Strategies team

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