

Retirement Plan Notice Chart



This chart describes a few of the notices that may be required for your plan and includes instructions on when the notices should be provided.

Notice	Description	Required Timing of Notice		
		For New Plans	Ongoing Requirements	For New Employees
Safe Harbor Notice <i>*Note: Due to SECURE 2.0, Safe Harbor plans that only have non-elective contributions no longer have to provide this notice</i>	Explains Safe Harbor contribution benefit	No later than the first day that any employee becomes eligible	On an annual basis 30-90 days before beginning of the plan year	Prior to the first day eligible, but no earlier than 90 days before initial eligibility
Automatic Enrollment Notice	Explains participant's rights and obligations under an automatic enrollment arrangement	Within 30 - 90 days of the first default deferral amount	With some exceptions, on an annual basis 30-90 days before beginning of plan year	With some exceptions, on an annual basis 30-90 days before beginning of plan year
Qualified Default Investment Alternative (QDIA) Notice	Provides information on how participant contributions would be invested in the absence of a participant election	30 days before the first investment into the QDIA, i.e., 30 days before first payroll deduction or employer contribution	30 days before the beginning of the next plan year	30 days before the first investment into the QDIA, i.e., 30 days before first payroll deduction or employer contribution
Participant Fee Disclosure	Presents all applicable fees to a participant	On or before the first day that a participant would be able to direct his or her investments	On an annual basis 30 days before any planned changes to the fee structure	On or before the first day that a participant would be able to direct his or her investments
Summary Annual Report (SAR)	A summary of a company's full annual report (Form 5500)	No later than 9 months after the close of a plan year (11 and 1/2 months if a Form 5500 extension is filed)	No later than 9 months after the close of a plan year (11 and 1/2 months if a Form 5500 extension is filed)	No later than 9 months after the close of a plan year (11 and 1/2 months if a Form 5500 extension is filed)
Summary Plan Description (SPD)	A presentation of the plan provisions that affect participants and their beneficiaries	No later than 120 days after the effective/ adoption date of the plan	New copies need to be provided when entire SPD restated and upon request	No later than 90 days after becoming an eligible employee
Summary of Material Modifications (SMM)	Describes any relevant changes to the Summary Plan Description	N/A	No later than 210 days after the close of the plan year in which the amendment was adopted	No later than 90 days after becoming an eligible employee in conjunction with SPD above