

2019 Deadlines for CY Plan (unless otherwise noted)	Action/Form Name	Form Number	When Due (Generally, deadlines for IRS and DOL Forms are extended to the next business day if the due date falls on a weekend or holiday)	Who Is Responsible	Delivered To
As needed	Black Out Notice		30-60 days prior to last day in which participant may effect change	Plan Administrator	Participants, Beneficiaries & Employer (if publicly traded company stock is involved)
As needed	Mapping Investment Notice		30-60 days prior to last day in which participant may effect change	Plan Sponsor	Participants, Beneficiaries
As needed	404(a) Initial Fee Disclosure to Plan Participants		Disclosure must be provided on or before the date participant can first direct their investments	Plan Sponsor	New Participants
As needed	Initial Safe Harbor Notice (Includes QACA Notice & Contingent Notice for 3% Safe Harbor Contribution, If Applicable)		By the employee's date of eligibility (but not earlier than 90 days before the eligibility date).	Plan Administrator or Plan Sponsor	New Participants
As needed	Initial Qualified Default Investment Alternative Notice		Within a reasonable time period of at least 30 days in advance of the date of eligibility	Plan Administrator or Plan Sponsor	New Participants
As needed	Initial Auto Enrollment Notice (For EACA & ACA)		Reasonable period prior to first contribution is made	Plan Administrator or Plan Sponsor	New Participants
As needed	Summary Plan Description		Within 90 days of becoming a participant	Plan Administrator	New Participants
Quarterly	Benefit Statements for Participant Directed Plans		Within 45 days of each calendar quarter end	Plan Administrator or Plan Sponsor	Participants, Beneficiaries
Quarterly	404(a) Quarterly Fee Disclosure to Plan Participants		Itemized Fee disclosure must be provided to participants every calendar Quarter	Plan Sponsor	Participants, Beneficiaries
As needed	404(a) Fee Change Disclosure to Plan Participants Upon Any Changes to The General Plan Information or Expense Information		30-90 days before the effective date of the change	Plan Sponsor	Participants, Beneficiaries
Annually	Annual 404(a) Fee Disclosure to Plan Participants		Within 12 months of the last notice provided	Plan Sponsor	Participants, Beneficiaries
As needed	408(b)(2) Initial Fee Disclosure to Plan Sponsors		Reasonably in advance of when the contract is entered into, extended, or renewed	Service Providers/Advisors	Plan Fiduciaries
As needed	408(b)(2) Fee Disclosure to Plan Sponsors Upon Fee Changes		As soon as practicable, but no later than 60 days form the date of change. If changes are investment related, then it must be done at least annually.	Service Providers/Advisors	Plan Fiduciaries

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Annually	Benefit Statements for Trustee-Directed Plans		At least annually, no later than the day on which 5500 form is filed by plan (but no later than the 5500 due date, including extensions)	Plan Administrator or Plan Sponsor	Participants, Beneficiaries
As needed	Plan Documents	Certain documents must be provided upon written request: Form 5500, SPD, plan document, trust agreement	No later than 30 days after a written request.	Plan Sponsor	Participants or Participants' representatives
As needed	Diversification Notice		No later than 30 days before individual is first eligible to divest	Plan Administrator or Plan Sponsor	Participants, Beneficiaries
As needed	SIMPLE 401(k) Termination or Conversion		No later than last day of second year employer exceeds 100 employees	Plan Sponsor	Plan Files, Notice to Participants
As needed	Application for Determination Upon Termination	Form 5310	Before assets are distributed	Plan Administrator or Employer	IRS

Retirement Plan Consulting Program and other advisory services offered through FiduciaryFirst, A Registered Investment Advisor.