2025 Year-End Administration Calendar

This calendar provides an at-a-glance view of key annual compliance deadlines for your retirement plan.

Milestone	Date	Client Reminders
Year-end data collection kick-off	January 5	
Live webinars	January 6 and 12	
Census & questionnaire submission deadlines		
ADP Tested	February 13	Two reminders in January (All), two reminders in February (3/15 ADP Tested Only), Bi-weekly March 25 – May 20 (All)
EACA ADP Tested	May 22	
Non ADP Tested	May 22	
Recordkeeper refund processing deadlines		
ADP Tested	Generally 5 business days before refund deadline	Weekly February 18 – March 4 (3/15 ADP Tested or All w/ refunds)
EACA ADP Tested	Generally 5 business days before refund deadline	Weekly June 3 – June 17 (EACA ADP Tested)
Non ADP Tested	Not applicable	
ADP/ACP IRS refund deadlines		
ADP Tested	March 13*	
EACA ADP Tested	June 30	
Form 5500 deadlines		
Form 5500 filing deadline	July 31 **	Bi-weekly June 3 – July 15
Form 5500 deadline to submit audited financials	October 8	One time January, April, & August, Bi-weekly September 9 - October 7
Form 5500 extended filing deadline	October 15	Bi-weekly August 19 – September 30, Weekly October 6 – October 13
Defined Benefit / Cash Balance specific deadlines		
Census & questionnaire submission deadline	August 22	Two reminders in January, Monthly March–June, Bi-weekly July 15–August 12, Final August 18
Contribution funding	September 15	Weekly August 4 – September 15
AFTAP certification	September 30	Upon delivery of AFTAP
PBGC filing (if applicable)	October 15	Weekly September 22 – October 13

*IRS deadline is Sunday, March 15, therefore refunds must be processed by Friday, March 13.

**We will automatically prepare an extension for any plans not filed by July 2