

Please disregard this message if you have already processed your plan's corrective refunds or you intend to make qualified nonelective contributions (QNECs) by December 31, 2026.

Important: If you have not yet received your Testing and Contribution Report (TCR) and refund information, please see the "I haven't received my TCR yet" section below.

This is a reminder that your plan has ADP and/or ACP corrective refund amounts that must be processed by the IRS deadline of **March 13th***. Most recordkeepers require refund requests at least 5 business days (March 6th) prior to the IRS deadline. We recommend confirming your recordkeeper's specific deadline directly with them.

If corrective refunds are not processed on time, a **10% excise tax on the refund amount would be payable to the IRS**, by the plan sponsor.

Action Needed:

- Log in to the [Client Portal](#)
- Review the Testing & Contribution Report
- Work directly with your recordkeeper to process the required refunds

I Haven't Received My TCR Yet

Your TCR is currently under review and will be delivered shortly. Based on our preliminary review, your plan will require corrective refunds.

We wanted to alert you now because the IRS deadline to process those refunds is **March 13th***. Most recordkeepers require refund requests at least 5 business days (March 6th) prior to the IRS deadline. We recommend confirming your recordkeeper's specific deadline directly with them.

Failure to meet the March deadline will result in a 10% excise tax on the refund amount, payable to the IRS by the plan sponsor.

Be on the lookout for your results and plan to act quickly upon receipt.

*Please note: The IRS refund deadline is March 15th. However, since this falls on a Sunday, refunds must be processed no later than Friday, March 13th.

If you have questions, please contact your dedicated Retirement Plan Specialist.