

LAR PENSIONS, LLC

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NORWALK, CT 06851

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WWW.LARPENSIONS.COM

Re: Data Required for your Retirement Plan's 2025 Administration
File #

Dear Valued Client:

Please complete this brief worksheet so that we can update our records, inform you about your 2025 contribution possibilities, and prepare your annual valuation and 5500 filing forms.

If you intend to file with extensions, we will file your Plan's extension request Form 5558 for a fee of \$150.

- "I intend on filing my taxes by March 16th or April 15th and funding my Plan before August"
 "I would like extensions so that I can deposit my 2025 Plan Year Contributions after July 31st"

See last page for funding deadlines. The \$150 is for the last-minute expedited service and may be waived if deemed appropriate

Your Preferred Email:		
Preferred Phone #:		
Business Address:		
<i>New Business Address?</i>		

<i>Form of Business (Sole-P, LLC, etc.)</i>		
<i>Chosen Tax-Form (LLC, S-Corp, etc.)</i>		
<i>EIN (Employer Identification Number)</i>		
<i>6-Digit NAICS (Reference List)</i>		

The form of taxation above is especially important for LLC's - we need to know which form you elect. If you have sold any part of your business, changed its name, or acquired a new business, you need to write to us about it. Finally, if the names listed below are incorrect or inactive please provide the correct contact information.

Accountant Name:		
E-mail Address:		
Phone Number:		
Financial Advisor Name:		
E-mail Address:		
Phone Number:		

You may return all of the required information on these sheets to LAR Pensions, LLC via mail or fax to (203) 964-1949 or via e-mail to lcariri@larpensions.com and arupprecht@larpensions.com.

Best Regards,

Antonio Rupprecht
Principal

Plan Year 2025
Client #

CENSUS INFORMATION

Please list the company's owner(s) and their gross compensation for 2025, as per your W-2/K-1/Schedule C. If you do not know the exact amount yet but are sure it is over \$400,000, you can enter \$400,000. Employed direct family (Parent/Spouse/Adult Children) are considered owners for retirement plan purposes. Please include their 2025 compensation and mark their relationship to the owner. If an owner received a W-2 from another employer, please provide us a copy. (Do not include it in Gross Comp)

Name	% Owner	Sex	Relation	Date of Birth	Date of Hire	Date of Term	Hours Worked	Gross Compensation

If you have any non-related staff that you believe worked more than 500 hours in 2025, include them above. They may be eligible to participate in the Plan, and to determine that we will need their Dates and Hours.

PLAN ASSETS AND CONTRIBUTIONS

Please attach a 12/31/2025 annual year-end statement for each financial institution the Plan invests with.

Description (4k/Roth/PS/DB)	Investment Firm & Account #	1/1/2025 Balance	12/31/2025 Balance

If your Plan invests in an **Insurance Policy or Annuity**, we will need a copy of the 12/31/2025 statement. Also, please indicate the amount of premiums paid and **HOW** they were paid (from assets or by company check)

Deposits Made...	401(k) Deferral (Pre-Tax)	Roth 401(k) (After-Tax)	Safe Harbor	Profit Sharing
In Calendar 2025 for 2024 Plan Year:				
In Calendar 2025 for 2025 Plan Year:				
<i>In Calendar 2026 for 2025 Plan Year:</i>				
Institution (or Account #) deposited at:				

If this is a Defined Benefit Plan, you must complete the DB Funding Confirmation with deposit amounts AND dates

If you withdrew any money from your Plan in 2025, please indicate the details and type of distribution.

Participant: _____ Date: _____ Amount: _____
 Loan In-service Distribution Age 73+ Required Minimum Distribution (RMD)

If your accounts had loan activity in 2025 we will likely need to see a proper Transaction Log.

We will reach out to you if we need any more information to complete your Plan's administration.

Finally, if you already know what your contribution goals are for Tax Year 2025, please indicate them:

Specific \$ Amount or Desired Range:

Thank you, we wish you a good start to the year and will get back to you soon.

Plan Year 2025
Client #

Important Deadlines for 2025 Plan Year Administration

Census and Asset information must be returned to LAR Pensions, LLC by:

January 31, 2026	All non Safe Harbor 401(k) Plans (or ASAP)
February 28, 2026	S-Corporations and LLC, not filing an extension (or ASAP)
March 31, 2026	C-Corporations and businesses not filing an extension (or ASAP)

Contribution Deposit Deadlines:

January 09, 2026	Final 401(k) Deferrals for 2025 must be deposited by 1/9/2026 for W-2 employees
March 16, 2026	Employer Contributions by ALL not filing an extension, except Sole Proprietors and C-Corporations
March 31, 2026	Final Safe Harbor Match deposits must be in the plan if funding was on a per payroll basis
April 15, 2026	Employer Contributions by Sole Proprietors and C-Corporations not filing an extension
September 15, 2026	Funding deadline for ALL except Sole Proprietors and C-Corporations, if on extension
September 15, 2026	Funding deadline for all 12/31 Defined Benefit Plans
October 15, 2026	Sole Proprietor funding deadline, if on extension

Filing/Reporting Deadlines:

January 13, 2026	To avoid IRS penalties and interest, please pay Tax withholding for 2024 last quarter distribution taxes due (Please consult your CPA to make payments by electronic fund transfer)
January 31, 2026	1099-R forms must be mailed to participants
March 31, 2026	IRS 1099-R Electronic filing due date
January 31, 2026	Mailing of Form 945 filing due to IRS. (Note, if all taxes are paid in full, the form is due by February 10, 2025)
July 31, 2026	Deadline for 5500 Return if not on extension
October 15, 2026	Final Deadline for 5500 returns with extension
	THERE WILL BE A \$150 CHARGE TO THOSE ON EXTENSIONS* (PAST JULY 31ST, 2026)
	*This is for the expedited service required and may be waived for those who provided us with ALL data early.
	LAR Pensions, LLC must receive confirmation of any Employer Contribution amount and date deposited before finalizing the year's administration by filing your 5500 return(s)

Other Important Deadlines and Information:

December 1, 2025	Distribution of 401(k) Plan Fee Disclosure, Safe Harbor Notice and Automatic Enrollment		
December 15, 2025	Last Distribution package must be received by LAR for processing in 2025.		
March 16, 2026	Refunds due for failed ADP/ACP tests to avoid 10 % penalties		
September 30, 2026	PBGC forms due on Defined Benefit Plans		

	<u>401(k) Deferrals</u>	<u>Individual Limit</u>	<u>Compensation Max</u>
2025 Limits:	\$23,500	D.C. \$70,000	\$350,000
2026 Limits:	\$24,500	D.C. \$72,000	\$360,000

2025 Catch Up Limit*: Those 50 (as of 12/31) & older could defer an additional \$7,500

*Those ages 60, 61, 62 and 63 could make a total 2025 catch up of \$11,250

**If you earned \$145,000 or more in 2025, the 2026 catch up MUST be Roth 401(k)

LAR PENSIONS, LLC FEE SCHEDULE FOR
CALENDAR YEAR 2026

Individual Fees and Expenses Disclosure IRS Reg. 404(a)-5

Description of Individual Fees and Expenses <i>These expenses will be charged as per occurrence to the participant in question</i>	Processing Fee Amount
Loan Origination	\$150.00
Distribution upon Termination of employment	\$75.00
Distribution upon Retirement/Early Retirement	\$75.00
Distribution upon Disability or Death	\$75.00
Auto Rollover Distribution for Missing Participants	\$75.00
Hardship Withdrawal	\$75.00
ANY In-service Distribution, if available	\$75.00
Age 73+ Required Minimum Distribution	\$75.00
Qualified Domestic Relations Order	\$600.00
1099-R Reporting* (if required and done by LAR)	\$25.00
Actuarial Fee for any Distribution from a Defined Benefit or Cash Balance Plan	\$100.00
Hourly Fees applied if required	\$150.00

Description of professional services:

- Provide distribution paperwork and process termination benefits and other withdrawal calculations.
- Loan Administration, including calculation of amount available, amortization schedule, and required forms. Note that LAR does not charge annual maintenance fees but your brokerage may do so.
- Review Qualified Domestic Relations Orders and process benefits per court instruction. This process involves multiple parties, is frequently delayed, and usually requires extraordinary labor hours.

Form 1099-R

- **A Form 1099-R is required for all withdrawals and loans in default, including IRA Rollovers.*
- **This fee is in addition to your distribution fee and is only billed when LAR Pensions, LLC is responsible for the 1099-R. In some cases the investment firm handles all 1099-R's instead.*

SECURE Act 2.0 Summary of Essential Changes

General Changes

- The onset of Required Minimum Distributions (RMD) has been pushed to Age 73 for Tax Year 2023 and penalties reduced.
- From Tax Year 2024, all after-tax "Roth" balances will no longer be considered for purposes of RMD's.
- Employers who make "Operational Errors" will likely be excused so long as they are fixed within a "Reasonable Timeframe"
- Employers who have accidentally overpaid a participant now have 3 calendar years to reclaim the money.
There is no legal obligation for Employers to attempt recoupment and they can in fact decide NOT to reclaim the money.
- As of 1/1/2024, all Forfeitures collected must be used within 2 years. Typically to pay fees or make employer deposits.
- The PBGC's premium calculation has been changed such that premiums are more predictable and expected to be lower.
- The AFTAP form was revised to require more information and this may raise costs for Defined Benefit Plans
- Those who currently file the full-sized Form 5500 may no longer need an independent Plan audit each year.
- Existing Profit Sharing only Plans that choose to add a 401(k) feature will be subject to the standard auto-enrollment rules.

401k (Required)

- Part time employees who work more than 500 hours each year for two consecutive years must be allowed to defer 401(k)
- They are called "Long-Term Part-Time Employees" (LTPT) and will not be entitled to any kind of employer contribution.
- Entry dates are the same as those for regular participants and if the plan has auto-enrollment that will also apply to LTPT's
- Auto-enrollment is effective from 2025. All Plans established before 2023 are exempt, otherwise see here for exemptions.
- (Optional) From Tax Year 2025, participants who are age 60, 61, 62, or 63 may contribute an additional 50% in Catch-up
- From Tax Year 2026, Highly compensated employees (\$145,000+) and 5%+ Owners (plus their direct relatives) can only make their Age 50+ Catch-up contribution on an after-tax "Roth" basis. This rule applies to the Age 60-63 bonus too.

Safe Harbor Match and regular Matching (Optional)

- Plans with an employer matching feature (Match or Safe Harbor Match) can consider Student Loan repayments as a matchable contribution. The repayments would be added to the regular 401(k) and Roth deferrals and the participant would receive x% of that sum as per the Plan's matching formula.
This feature is available from 2024 but we do not suggest it due to a number of outstanding questions about taxation.

Profit Sharing (Optional)

- Participants who are 100% vested may choose to receive their employer contributions on an after-tax "Roth" basis.
The participant would pay taxes on this but the employer still deducts the contribution regardless of the participant's choice.
If investing in a brokerage account, you would need to open a segregated account to hold after-tax moneys.

Defined Benefit (Optional)

- Plans can be amended retroactively so long as it is to improve the benefit formula.

In-Service Distributions (Optional, typically N/A to Defined Benefit)

- Hardship distributions do not waive the 10% penalty but they are by far the simplest to administer and have just gotten easier.
Participants can be allowed to self-certify that they meet at least 1 of the 7 IRS criteria to take a Hardship without providing any documentation.
- This means no proof is necessary and the employer (if audited) will not be held liable for improper hardships if they cannot produce any evidence.

There are a variety of new in-service distributions that waive the 10% penalty if the conditions are met.

Quick shortlist: Qualified Birth or Adoption, Emergency Distribution, Domestic Abuse, Terminal Illness, Disaster Hardship

Some of them also allow for lump-sum repayment within 3 years.

All of them are optional features and we do not suggest any of them until somebody asks the Plan Sponsor for it.

Finally, there are new tax credits for employers who started a new Retirement Plan.

It is a large credit and a good summary by American Funds is on our website. <https://www.larpensions.com/links-resources>

The IRS page including the Form 8881 to claim: <https://www.irs.gov/retirement-plans/retirement-plans-startup-costs-tax-credit>

It was intended for Plans effective from 1/1/2023, but it is possible that it may be claimed by Plans that started in 2022 or 2021.

There is little guidance about whether companies that started a Plan before 2023 may take it and we are not tax advisors.

If you believe you may be eligible for these tax credits, please ask your accountant about them.