

# Important Retirement Account Dates for 2018

The following chart is a helpful reminder of the specific documentation to complete and actions to take in order to successfully meet IRS deadlines for 2018.



DEADLINE	FORMS AND ACTIONS
JANUARY 20	<b>Real Estate Valuations Due</b> <ul style="list-style-type: none"> <li>Retirement account holders of real estate are required to submit a valuation each year to Millennium. This valuation can take the form of a Comparative Market Analysis (CMA) or a formal appraisal.</li> <li>Refer to Millennium's 'Real Estate Valuation' form for complete details. This form must accompany the CMA or appraisal submission.</li> </ul>
JANUARY 23	<b>Alternative Asset Valuations Due</b> <ul style="list-style-type: none"> <li>Retirement account holders of non-publicly traded alternative assets are required to ensure that their investment sponsors submit annual valuations, at minimum, to Millennium. Account owners should facilitate this process by instructing their sponsors to submit these valuations to Millennium for proper year-end reporting.</li> </ul>
JANUARY 31	IRS deadline for sending: <ul style="list-style-type: none"> <li>2017 1099-R, 1099-Int, and 1099-Div tax documents to account holders</li> <li>2017 Fair Market Value statements (which may include a Form 5498 substitute if no contributions were made in the previous year)</li> <li>2018 Required Minimum Distribution (RMD) notification letters to account holders</li> </ul>
FEBRUARY 15	IRS deadline for sending 2017 1099-B tax documents to account holders.
MARCH 1	<b>RMD Paperwork Due</b> - account holders who turned 70½ last year, but deferred taking their first RMD, must submit completed distribution directions for 2017 RMDs to Millennium Trust by this date to allow for processing by 4/1.*
MARCH 30	<b>RMD IRS Deadline</b> - last day for account holders who deferred their first RMD to take the required distribution for the previous year (also required to take payment for the current year RMD by 12/31/18). <i>Prior to this date, Millennium Trust must have received written directions in good order with sufficient time allowed for processing.*</i>
APRIL 17	<b>Last day deadlines for account holders to do the following:</b> <ul style="list-style-type: none"> <li>Establish an IRA for a 2017 tax-year contribution**</li> <li>Recharacterize previous year IRA contributions (plus extensions)**</li> <li>Remove previous year excess IRA contributions including interest or other income earned on the excess (plus extensions)**</li> <li>Postmark 2017 tax-year IRA contributions to Millennium Trust</li> <li>Postmark previous year 990-T Form (exempt organization business income tax return) and any applicable tax payment to the IRS.** Note: Form 990-T must be signed by your plan's trustee or custodian (i.e., Millennium Trust)</li> </ul>
MAY 31	<b>IRS deadline for sending Form 5498</b> to account holders that made IRA contributions for the previous tax year
OCTOBER 1	<b>SIMPLE IRA Deadline</b> - last day to establish this account type for the current year, provided the plan sponsor did not previously maintain a SIMPLE IRA plan.** If a SIMPLE IRA plan was previously established, a SIMPLE IRA plan may be set up effective only on January 1. <b>Roth Recharacterization Paperwork Due</b> – return completed forms to Millennium with time to allow for processing**
OCTOBER 15	<b>Last day deadlines for account holders to do the following:</b> <ul style="list-style-type: none"> <li>Recharacterize IRA contributions for the previous year (with a filing extension)**</li> <li>Remove excess IRA contributions for the previous year (with a filing extension)**</li> </ul>
OCTOBER 30	Deadline for sending SIMPLE IRA notifications to employers
DECEMBER 1	<ul style="list-style-type: none"> <li><b>RMD Paperwork Due (after first year)</b></li> <li><b>Roth Conversion Form Due</b></li> </ul> Account holders must have completed form(s) to Millennium Trust by this date to allow for processing by 12/31*
DECEMBER 31	<b>Last day deadlines for account holders to do the following:</b> <ul style="list-style-type: none"> <li>Establish Individual 401(k) accounts for the current year**</li> <li>Establish Profit Sharing and Money Purchase accounts for the current year**</li> <li>Take the entire RMD amount for the current year required by the IRS to avoid a 50% penalty fee (if turning 70½ in the 2018 you have until 4/1/19 of to take your first RMD payment)**</li> <li>Complete your traditional IRA to a Roth IRA conversion to meet IRS deadline**</li> </ul>

\*Alternative investments may be illiquid or may take significantly longer to liquidate or re-register. Review the liquidation/re-registration terms of your alternative investment(s) and submit directions early enough to allow adequate time. Millennium Trust is not responsible for the timing or for its receipt of proceeds on any liquidations for alternative assets. \*\*Prior to this date, Millennium Trust must have received written directions in good order with sufficient time allowed for processing, including receiving a current valuation for any alternative assets, if applicable.