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September 2025

ACTION ITEMS

- ☐ Sign up for Plan Administrator's Quarterly Call **happening today!**
- ☐ Contact VBA by **October 1** about plan changes for 2026
- ☐ Review Form 5500 when you receive it **Due October 15!**
- ☐ Tell your participants about webinars on **October 16 and October 28**

Plan Administrator's Quarterly Calls

We are continuing our quarterly calls with our VOYA representatives for updates and topics that are relevant to our SBA 401(k) Plan sponsors. We have a call this afternoon at 3:00—please sign up now if you haven't already! Today's call will focus on fourth-quarter deadlines and what's new for 2026. Each call will include a chance to ask questions and address any issues directly with our VOYA Plan Managers. The final call for 2025 will be on December 10.

Plan administrators can register for the calls with the links below:

- Q3 - September 24: [3rd Quarter - 401\(k\) Administration Check in](#)
- Q4 - December 10: [4th Quarter - 401\(k\) Administration Check in](#)

Plan Changes for 2026? Let us know by October 1

If you are making any changes to your 401(k) plan that will be effective January 1, 2026 (including adding SECURE Act optional plan provisions), please notify us by **Wednesday, October 1st**. We will need to update your plan documents in order to meet the December 1st deadline for employee notices. This due date is extremely important for Safe Harbor Plans as there is a more restrictive timeline for changes to Safe Harbor Plans.

Participation Retirement Education Sessions

Please remind your participants about the remaining participant education sessions hosted by Voya and SageView. We recently added the first program below – specific to the investments offered in the SBA 401(k) Plan – in response to participant comments from the 401(k) Plan survey that we conducted this spring. The two SageView webinars will be recorded, and we will forward the recording to you after the webinar.

Forfeitures arising in a defined contribution plan may be used to (i) pay plan administrative expenses, (ii) reduce employer contributions, or (iii) allocate to participants as an additional contribution. Your Adoption Agreement indicates your election with respect to the use of forfeitures (Section 9.4, page 40), and that election must be followed. IRS regulations require that plan administrators use forfeitures no later than 12 months after the close of the plan year in which the forfeitures are incurred. Therefore, forfeitures incurred in 2024 must be used by December 31, 2025.

The proposed regulation offers a transition rule so that forfeitures incurred prior to 2024, are treated as having occurred in 2024, and therefore must also be used by December 31, 2025.

Cost-of-Living Increases

The IRS will issue cost-of-living adjustments to compensation and deferral limits in late October. We will notify you of the new dollar amounts so that you can share them with your plan participants.

Voya Website/Mobile App Navigation Materials

One of the key insights from our Retirement Participant Survey this past spring was that many participants expressed a need for additional support in navigating the Voya participant website and mobile app. In response to this feedback, we partnered with Voya to gather helpful resources designed to make your experience smoother and more intuitive. Please see below for materials provided to assist your participants.

- [Click here](#) to view a mobile app video
- [Click here](#) to view an online dashboard video
- [Click here](#) to view a flyer on how to access your account and available resources
- [Click here](#) (insert Online Contributions Flyer) to view a flyer on how to manage contributions

Year-End Notices

Voya will distribute the following required year-end 401(k) notices that are applicable to your plan by December 1, 2025:

- 401(k) Safe Harbor Notice
- Qualified Automatic Contribution Arrangement (QACA) Safe Harbor Notice
- Eligible Automatic Contribution Arrangement (EACA) Notice
- Qualified Default Investment Alternative (QDIA) Notice

Compliance Calendar

Click on the chart below for help tracking important plan due dates for the last quarter of the year.

20 COMPLIANCE
25 CALENDAR

A Reference Guide for Retirement Plan Administrators

This reference guide is provided as an informal report and is not intended to be exhaustive or to constitute authoritative guidance or legal advice. Please contact SageView Advisory Group at 800.814.8742 for further explanation regarding any calendar item listed, referencing your organization's name, or reach out directly to your SageView Advisor.

Please note that the dates shown here apply to calendar year plans.

JANUARY

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Questions?

Please reach out to the [Benefits Team](#) at any time!

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