

Participant notices for defined contribution plans

Guidelines and delivery options

If you're a retirement plan fiduciary, participant notices land on your to-do list. But we can help. We'll send eligibility notices on your behalf—or remind you it's time to distribute them. When it's time for annual or plan change notices, we'll send you the notice, a list of recipients, and a deadline. You review the notices and recipient list and let us know if you want us to handle delivery.^{1,2} Or you can distribute by email or paper.

Electronic delivery When employees are “wired at work” as defined by the Department of Labor, you're allowed to deliver notices to their work email addresses. If you include the work email addresses when you provide other employee data to us, we can email notices for you. We can also send notices to personal email addresses if participants give consent. In cases where we have a personal email address without affirmative consent, we'll notify the participant via paper with the email address we'll use. There's no charge for electronic delivery.

Annual notices For eligible participants as well as terminated participants, beneficiaries and alternate payees with a balance in the plan as of the current date.³ Any audience changes are noted below.

DOCUMENT	TIMING	E-DELIVERY FROM PRINCIPAL®
Safe Harbor Notice	At least 30 but not more than 90 days before the start of the plan year	Available
QDIA Notice	At least 30 days before the start of the plan year Required to be delivered to each participant who may have contributions defaulted to the plan's QDIA due to no election—if you choose e-delivery, we will send to everyone outlined above	Available
ACA, EACA, QACA Notices for automatic enrollment provisions	At least 30 but not more than 90 days before the start of the plan year	Available
404(a) Participant Disclosure for fee and investment disclosure	At least once every 14 months In addition, specific fees charged to participant accounts must be disclosed quarterly. This is included on account statements.	Available
Unenrolled Participant Notice	Any employee who is eligible yet not participating in the plan and has received the Summary Plan Description and any other notices related to initial eligibility. Notice must be given during the annual plan enrollment period or, if not one, within a reasonable period prior to the beginning of each plan year (best practice: at least 30 but not more than 90 days prior).	Available
Flexible Discretionary Match Communication	All participants who received an allocation of the flexible discretionary match no later than 60 days after the final flexible discretionary matching contribution for the year is made.	Available
Summary Annual Report (SAR)	Two months after your Form 5500 filing deadline If you choose e-delivery, we will send to eligible participants as well as terminated participants, beneficiaries and alternate payees with a balance in the plan as of the end of the plan year of the reporting period.	Available
Preretirement Death Benefit Notice	Required to be delivered to each participant who turns age 35—if you choose e-delivery, we will send once a year to everyone outlined above	Available
Annual 403(b) Plan Universal Availability Participant Notice	This notice should be provided to new hires no later than 30 days after commencement of employment and annually to all ongoing employees.	Available
Annual 403(b) Plan 415(c) Retirement Contribution Limits Participant Notice	This notice must be provided to new hires as well as to all plan participants annually.	Available

Notices for new hires or newly eligible employees

DOCUMENT	TIMING	E-DELIVERY FROM PRINCIPAL
Safe Harbor Notice	Within a reasonable time before eligibility	Available
QDIA Notice	At least 30 days before plan eligibility or at least 30 days before the first defaulted contribution into the plan's QDIA	Available
ACA, EACA, QACA Notices for automatic enrollment provisions	Within a reasonable time before the participant's first contribution	Available
404(a) Participant Disclosure for fee and investment disclosure	Within a reasonable time before the participant's first contribution	Available
Summary Plan Description (SPD)	Within 90 days of plan entry (participants) or receipt of benefits (beneficiaries)	Available

Plan transition, new plan, and plan change notices For eligible participants as well as terminated participants, beneficiaries, and alternate payees with a balance in the plan as of the current date.³ Any audience changes are noted below.

DOCUMENT	TIMING	E-DELIVERY FROM PRINCIPAL
Sarbanes-Oxley (SOX) Blackout Notice for plans with a blackout period	At least 30 but not more than 60 days before the blackout period begins	Available ⁴
Summary Plan Description (SPD) for new plans	Within 120 days of whichever is latest: <ul style="list-style-type: none"> Plan adoption The date the plan becomes subject to ERISA reporting and disclosure requirements The day after the plan is approved by the IRS (if subject to IRS approval) 	Available upon request
Summary of Material Modifications (SMM) for plans that are amended	Within 210 days after the close of the plan year in which a plan amendment is adopted	Available upon request
Notice of Fee Change	30-90 days before the change	Available
Notice of Investment Change	If mapping investments: 30-60 days before the change If not mapping investments: 30-90 days before the change	Available
Notice of Right to Divest Investments for plans with employer stock	At least 30 days before the first date on which participants are eligible to divest employer securities	Available upon request
Safe Harbor Discontinuance Notice for plans losing safe harbor	30 days before plan amendment effective date	Available
Annual 403(b) Plan Universal Availability Participant Notice	This notice should be provided to new hires no later than 30 days after commencement of employment and annually to all ongoing employees.	Available
Annual 403(b) Plan 415(c) Retirement Contribution Limits Participant Notice	This notice must be provided to new hires as well as to all plan participants annually.	Available



Paper delivery You may elect e-delivery for some employees and paper for others. Or paper for all. You can distribute paper copies or let us handle it. Contact your service team to find out your options. In general, these fees apply:

\$3.50 per participant with a \$75 minimum when processed through the automated Participant Notice Delivery task on the employer website*

\$225 + \$3.50 per participant if we need to process the mailing outside the automated process*

*As of Nov. 1, 2023

¹ Plan sponsors should review notices we provide and confirm that the sample notices meet their requirements prior to use. We'll handle electronic delivery of applicable notices if the notice is available for electronic delivery, your organization meets "wired at work" requirements, and we have a participant's work email address or if they've consented to electronic delivery to a personal email address. In cases where we have a personal email address without affirmative consent, we will notify the participant via paper with the email address we will use. Paper delivery may be available for a fee.

² If you work with a third party administrator, they may produce some of these notices. Principal is not responsible for the accuracy of the content of these notices. If they upload them through our TPA website, we can provide electronic delivery as outlined above.

³ "Eligible participants" have met their plan entry date (the date they can start contributing to the plan). They may be active or non-participants and don't have a termination date coded at Principal.

⁴ The Sarbanes-Oxley Blackout Notice is available for electronic delivery if the plan's investment options and census information are finalized according to the transition timeline.



Participant notifications are important legal documents. As such, you should consult your legal counsel or other advisors on the implications of providing the notification. Principal Life does not, and cannot, render legal, accounting or tax advice. As such, this communication is provided with the understanding that no representation is being made as to the legal validity of any provision and may not be relied upon as legal, accounting or tax advice. To provide a notice electronically, plan sponsors will need to determine current employees have access to the notice (e.g., participants would need to have access to a computer as their normal means of their work). Plan sponsors may want to consider using email 'read receipt', notice of undelivered email and/or periodic reviews to ensure individuals actually received the disclosure.

Insurance products and plan administrative services provided through Principal Life Insurance Company®, a member of the Principal Financial Group®, Des Moines, Iowa 50392.