

April 10, 2026

Acrisure's Employer Compliance Reminders, 4/10/26





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April may not be the busiest month for compliance tasks, but it offers an excellent opportunity for some internal housekeeping and preparation for the months ahead. Here's a quick rundown of important deadlines and action items.

Key Compliance Deadlines

April 1:

- **Payroll & Tax Preparation**

- Verify the accuracy of Q1 payroll records.
- Begin gathering data for upcoming quarterly tax filing deadlines.

- **Participant Notices (for calendar year plans)**



- COBRA General Notice – Must be provided to newly enrolled participants within 90 days of coverage beginning.
- Summary Plan Description (SPD) – Must be provided to newly enrolled participants within 90 days of coverage beginning.

Note: These notices are typically distributed at benefits enrollment; however, it's important to confirm they were properly issued.

April 30:

- **Employer Quarterly Federal Tax Return ([Form 941](#)):** Report taxes withheld (income, social security, and Medicare) and pay the employer portion of social security or Medicare tax.
- **For Vermont Employers:** If you pay Unemployment Insurance (UI) for employees, you must file a [quarterly wage and contribution report](#). This is a mandatory electronic filing requirement for all employers.

Note: Be sure to check specific state requirements, especially if you have remote employees, as they may differ from your home location.

RxDC Reporting Data Due to Carriers

Your carrier or third-party administrator may be handling RxDC reporting on your behalf and may set deadlines for collecting required information. ***Please be mindful of these deadlines, as failure to respond timely may result in your data being excluded from the reporting submission.*** Based on what we've seen to date, many deadlines fall around **March 31**.

These timelines help ensure compliance with the CMS deadline to submit 2025 RxDC data by **June 1, 2026**.



Upcoming Training Opportunity

Acrisure will be hosting [The ADA: Understanding Employer Responsibilities and Best Practices for 2026](#) on April 16 at 2 PM EDT. This webinar will provide an overview of the Americans with Disabilities Act (ADA) and cover the ADA's "Interactive Process", reasonable accommodations, and recent developments that employers should be aware of to remain compliant.

This event is a part of Acrisure's continued education series and free of charge. Registration is required, so be sure to sign up in advance.

Ongoing Tasks for April

- **HR Policy Review:** Ensure all HR policies are up to date and comply with current regulations.
- **Employee File Audit:** Are all employee files compliant? Are there any missing documents or inappropriate items in the main employee file (e.g., I-9s, medical information)?
- **Training:** Review training needs for both management and staff. When was the last harassment training conducted? Ensure your team stays compliant and informed.



Taking care of these items will help ensure you're fully prepared for the months ahead!

Compliance Disclaimer:

This communication is for informational purposes only and should not be considered legal or tax advice. Employers should consult with legal counsel or other appropriate professionals regarding their specific compliance obligations.

