

How to Submit a Request to PBGC: Refund Request

My Plan Administration Account (My PAA)

Last Updated: January 8, 2023





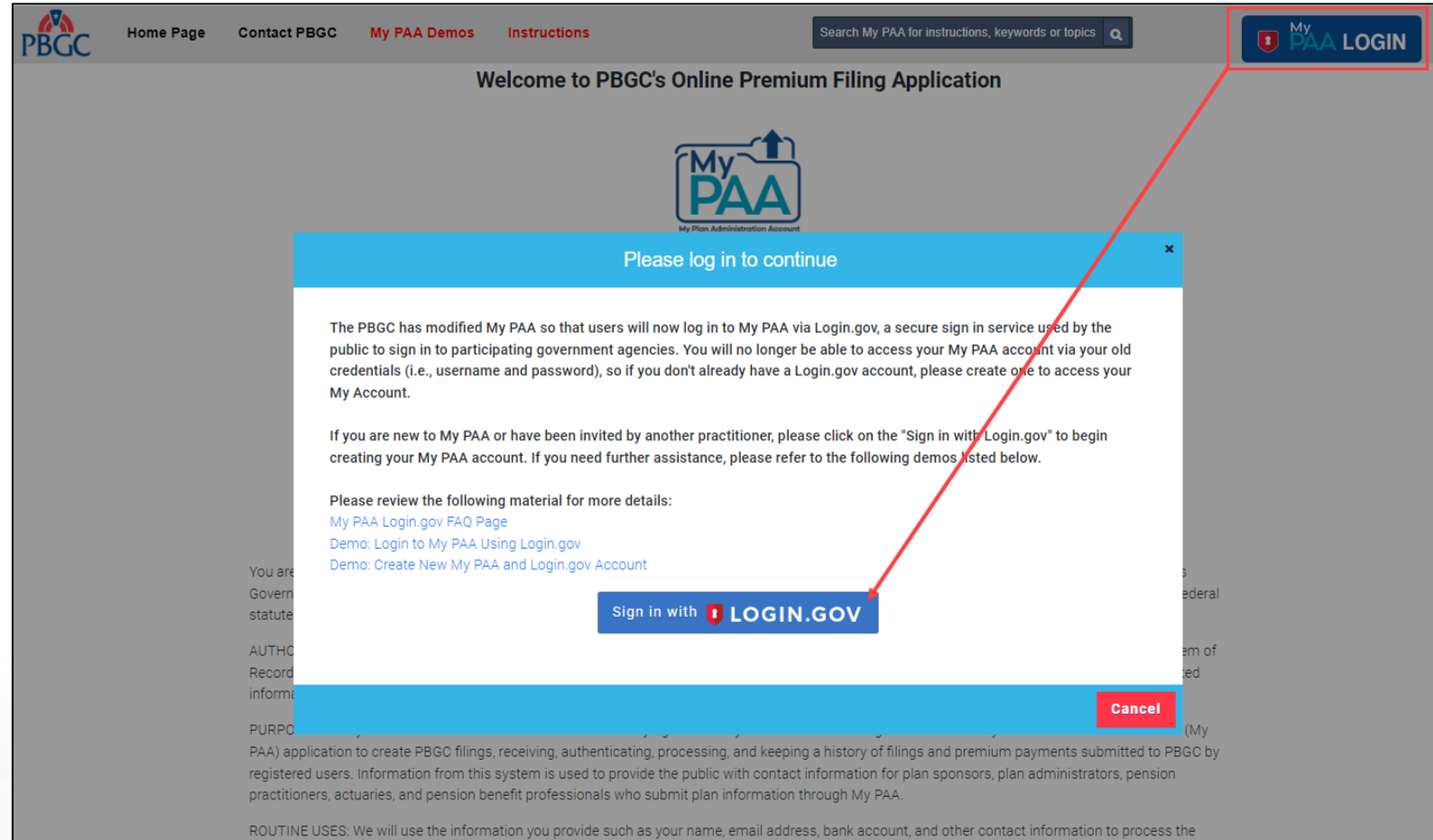
Step-by-Step Instructions

PBGC

How to Submit a Refund Request

Login

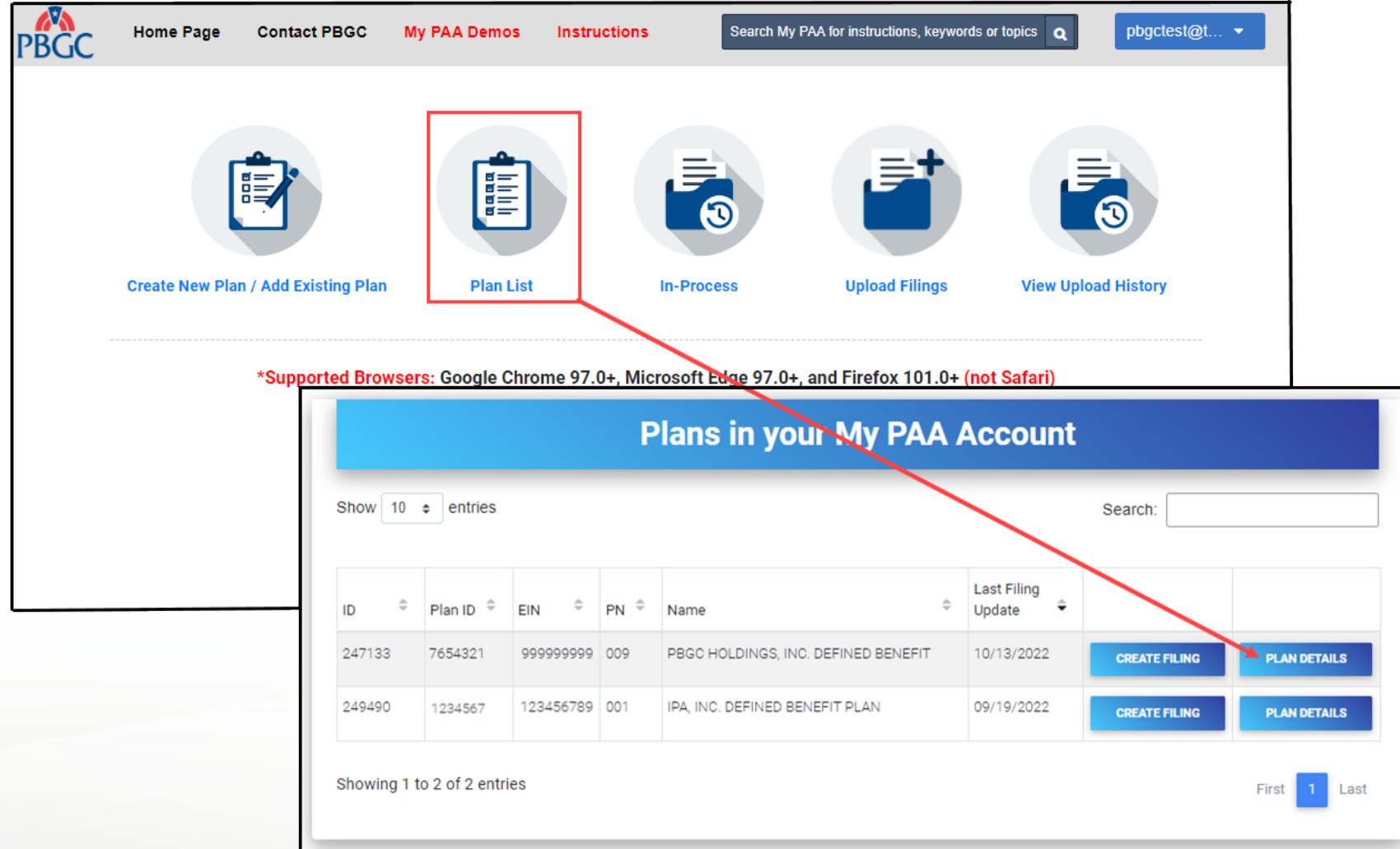
- From the Home Page, click on the “My PAA Login” button to log in.
- You will need to log in to your Login.gov account to access your My PAA account.
 - For more details and step-by-step instructions on how to access your My PAA account via Login.gov please view PBGC's [How to Log in to My PAA Using Login.gov?](#) Published Answer.



How to Submit a Refund Request

Plan List Page

- Once you have logged in to My PAA, click on the “Plan List” icon or link from the Home Page.
- From the Plan List Page, click on the “Plan Details” button for the plan you would like to submit a request for.
 - To successfully submit a request, the plan must be associated with your account.
 - Please keep in mind that you must be the Plan Admin or Plan Admin Rep to submit a Refund Request. This option will not be available if you do not have this role associated with the account.
 - You can search or sort the columns to find a particular plan



The screenshot displays the PBGC My PAA interface. The top navigation bar includes links for Home Page, Contact PBGC, My PAA Demos, and Instructions, along with a search bar and a user dropdown menu. Below the navigation bar, there are five main action buttons: Create New Plan / Add Existing Plan, Plan List (highlighted with a red box), In-Process, Upload Filings, and View Upload History. A red arrow points from the Plan List button to the Plan Details button in the table below.

***Supported Browsers:** Google Chrome 97.0+, Microsoft Edge 97.0+, and Firefox 101.0+ (not Safari)

Plans in your My PAA Account

Show 10 entries Search:

ID	Plan ID	EIN	PN	Name	Last Filing Update	CREATE FILING	PLAN DETAILS
247133	7654321	999999999	009	PBGC HOLDINGS, INC. DEFINED BENEFIT	10/13/2022	CREATE FILING	PLAN DETAILS
249490	1234567	123456789	001	IPA, INC. DEFINED BENEFIT PLAN	09/19/2022	CREATE FILING	PLAN DETAILS

Showing 1 to 2 of 2 entries First 1 Last

How to Submit a Refund Request

Plan Details Page

- From the Plan Details Page, click on the “Submit Request” link Below the “Plan Admin Details” button.

Plan Details

Plan ID: 54225

Plan Name: TN AMERICAS HOLDINGS, INC. DEFINED BENEFIT - ERWIN PLANT EMPLOYEES

EIN: **PN:**

Plan Status: Active

Plan Effective Date: 06/01/1963

Coverage Date: 06/01/1983

Adoption Date: N/A

Plan Sponsor:

PLAN ADMIN DETAILS

PLAN CONTACT DETAILS

EDIT

Create Filing

Manage Roles

Account History

Payment Voucher

Submit Request

Check Status of Request

View Correspondence

Premium Filings

Show 10 entries Search:

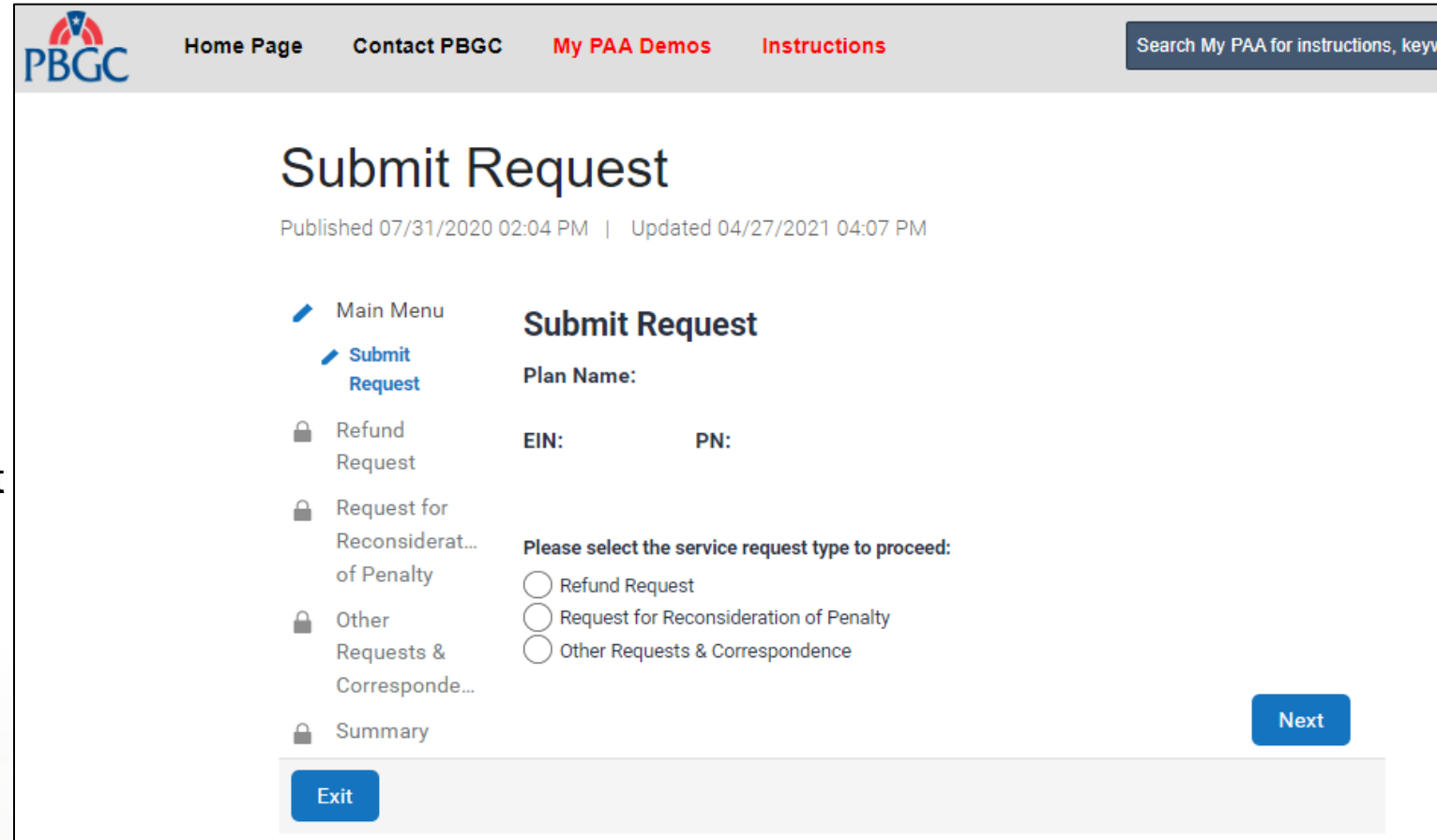
Filing ID	PYC	Submit Date	Status			
489348	01/01/2022	10/13/2022	Submitted/Successfully Processed	FILING DETAILS	FILING RECEIPT	AMEND
						BACK TO PLAN

How to Submit a Refund Request

Submit Request Page

Submit Service Request

- Select which type of service request you would like to submit:
 - Refund Request: If you have a credit/overpayment on a particular plan year and do not wish to use it as a credit towards premium amount due for the next plan year (continue to slide 6).
 - Request for Reconsideration of Penalty: If you have received a Statement of Account (SOA), and was charged penalty, you can contest the charges (continue to slide 14).
 - Other Requests & Correspondence: If you have received correspondence from the PBGC and would like further explanation or would simply like to respond.
- Once you have selected the appropriate request, click the “Next” button.



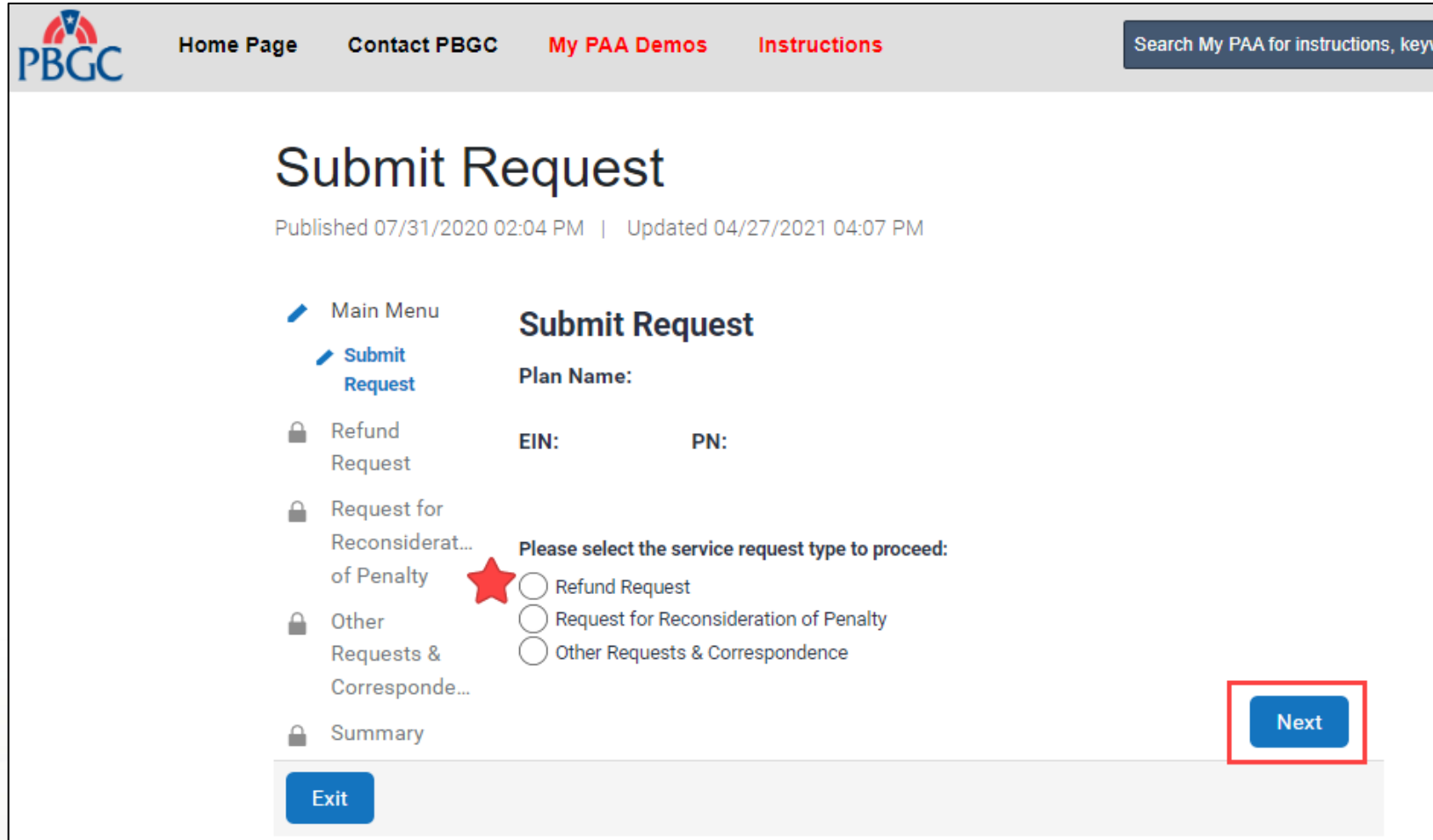
The screenshot shows the PBGC website's 'Submit Request' page. The header includes the PBGC logo and navigation links: Home Page, Contact PBGC, My PAA Demos, and Instructions. A search bar is located on the right. The main heading is 'Submit Request', with publication and update dates. A left sidebar contains a 'Main Menu' with links to 'Submit Request' (active), 'Refund Request', 'Request for Reconsideration of Penalty', 'Other Requests & Correspondence', and 'Summary'. The main content area has a 'Submit Request' heading, a 'Plan Name:' field, and 'EIN:' and 'PN:' fields. Below these is a section titled 'Please select the service request type to proceed:' with three radio button options: 'Refund Request', 'Request for Reconsideration of Penalty', and 'Other Requests & Correspondence'. At the bottom right is a blue 'Next' button, and at the bottom left is a blue 'Exit' button.

How to Submit a Refund Request

Submit Request Page

Premium Refund Request

- Select the “Refund Request” radio button and click on the “Next” button.
- Please note that you can only request a refund as the Plan Admin/Plan Admin Rep.
 - Please see the “[How to Add/Remove and Update Roles of Filing Members](#)” demo for step-by-step instructions on updating your role.
- You will only be able to request a refund if, according to PBGC’s records there is a valid overpayment/credit available.
 - Please see the “[How to Check an Account History for a Plan](#)” demo for step-by-step instructions on how to retrieve an Account History.



The screenshot shows the PBGC 'Submit Request' page. At the top is a navigation bar with links: Home Page, Contact PBGC, My PAA Demos, and Instructions. A search bar on the right says 'Search My PAA for instructions, key...'. The main heading is 'Submit Request' with a subtext 'Published 07/31/2020 02:04 PM | Updated 04/27/2021 04:07 PM'. On the left is a sidebar menu with items: Main Menu, Submit Request (highlighted with a blue star), Refund Request, Request for Reconsideration of Penalty, Other Requests & Correspondence, and Summary. The main content area has a 'Submit Request' heading, followed by 'Plan Name:', 'EIN:', and 'PN:'. Below these is a section titled 'Please select the service request type to proceed:' with three radio button options: 'Refund Request' (selected with a red star), 'Request for Reconsideration of Penalty', and 'Other Requests & Correspondence'. At the bottom right, a blue 'Next' button is highlighted with a red rectangle. At the bottom left, there is a blue 'Exit' button.

How to Submit a Refund Request

Submit Request Page

Premium Refund Request

- My PAA will automatically display one, or all plan years that have a valid overpayment/credit.
- To request a refund for that particular plan year, check the “Request Refund” checkbox for the corresponding plan year.
- Note: You may only submit a refund request for a premium overpayment if it is within statute of limitations (i.e., non-SOL plan years).

The screenshot shows the PBGC website's 'Submit Request' page. The top navigation bar includes links for 'Home Page', 'Contact PBGC', 'My PAA Demos', and 'Instructions', along with a search bar. The main heading is 'Submit Request', with publication and update dates. A left sidebar contains a menu with options like 'Main Menu', 'Refund Request', 'Premium Refund Request' (highlighted), 'Request for Reconsideration of Penalty', 'Other Requests & Correspondence', and 'Summary'. The main content area is titled 'Premium Refund Request' and includes fields for 'Plan Name:', 'EIN:', and 'PN:'. A text block explains that plan years with premium overpayments are listed below. A table follows with columns for 'PYC:', 'Overpayment Amount:', and 'Request Refund'. The first row shows '01/01/2021' and '\$15307.22'. A red box highlights the 'Request Refund' checkbox, which is pointed to by a red arrow. Below the table are 'Back', 'Next', and 'Exit' buttons. The 'Next' button is also highlighted with a red box.

PYC:	Overpayment Amount:	Request Refund
01/01/2021	\$15307.22	<input type="checkbox"/>

How to Submit a Refund Request

Submit Request Page

Refund Mailing Address

- Once you have selected the appropriate plan year(s) you are requesting a refund for, please provide a valid mailing address.
 - Even if you are requesting an ACH, if the refund cannot be completed through that channel, the refund will be issued via paper check mailed to the provided address.
- After the information has been provided and validated, click on the “Next” button.

The screenshot displays the PBGC 'Submit Request' page. The top navigation bar includes links for 'Home Page', 'Contact PBGC', 'My PAA Demos', and 'Instructions', along with a search bar and a user dropdown menu. The main heading is 'Submit Request', with publication and update dates. A left sidebar contains a menu with options like 'Main Menu', 'Refund Request', 'Premium Refund Request', 'Refund Mailing Address' (highlighted), 'Request for Reconsideration of Penalty', 'Other Requests & Correspondence', and 'Summary'. The 'Refund Mailing Address' section contains fields for 'Plan Name', 'EIN', 'PN', and 'Payee Name'. It also includes explanatory text about ACH refunds and Treasury offsets. The 'Mailing Address' section, highlighted with a red box, contains fields for 'Attn To:', 'Country' (a dropdown), 'Address 1:', 'Address 2:', 'City:', 'State:' (a dropdown), and 'Zip:'. At the bottom are 'Back', 'Next', and 'Exit' buttons.

Submit Request
Published 07/31/2020 02:04 PM | Updated 04/27/2021 04:07 PM

Refund Mailing Address

Plan Name: _____

EIN: _____ PN: _____

Please complete the following mailing address information for All refund requests. Please note that if a requested ACH refund cannot be completed (which infrequently occurs), the refund will be issued by check using this information. For additional details, click [here](#).

Please note that the Department of Treasury may reduce the amount of the refund to offset any past-due amounts you owe to another Federal agency. See 26 U.S.C. § 6402(d)(1).

Payee Name: _____

Mailing Address:

Attn To:

Country:

Address 1:

Address 2:

City: State: Zip:

[Back](#) [Next](#) [Exit](#)

How to Submit a Refund Request

Submit Request Page

Premium Refund Option

- There are two available options on how you would like to receive the refund:
 - ACH (No Fed wire)
 - Paper check sent via USPS

The screenshot shows the PBGC website's 'Submit Request' page. The top navigation bar includes links for 'Home Page', 'Contact PBGC', 'My PAA Demos', and 'Instructions', along with a search bar. The main heading is 'Submit Request', with publication and update dates. A left-hand menu lists various request types, with 'Premium Refund Option' highlighted. The main content area is titled 'Premium Refund Option' and includes fields for 'Plan Name:', 'EIN:', and 'PN:'. Under 'Refund Option:', there are two radio button choices: 'I want a refund by ACH (No Fed wires)' and 'I want a refund by mailed check (the payee name & mailing address will be used)'. A red arrow points to the first option. At the bottom, there are 'Back', 'Next', and 'Exit' buttons. The 'Next' button is highlighted with a red rectangle.

How to Submit a Refund Request

Submit Request Page

Premium Refund Option

- If you choose to be refunded via ACH, please provide valid banking information:
 - Account Holder's Name
 - Account Type (Checking/Savings)
 - Routing Number (9-digits)
 - Account Number (at least 3-digits)
 - Is the account a trust account?
- If you choose to be refunded via paper check, the information provided on the previous screen will be used.
- Once an option is selected, click the "Next" button.

The screenshot shows the PBGC 'Submit Request' page. The left sidebar contains a menu with 'Premium Refund Option' highlighted. The main content area is titled 'Premium Refund Option' and includes plan details: 'Plan Name: TN AMERICAS HOLDINGS, INC. DEFINED BENEFIT - ERWIN PLANT EMPLOYEES' and 'EIN: 581884128 PN: 009'. Under 'Refund Option:', the radio button for 'I want a refund by ACH (No Fed wires)' is selected. Below this, an important note states: 'Important: Please be sure your account does not have an "ACH Debit Block." If your account has an "ACH Debit Block", please provide the PBGC Company ID "1601000606" to your financial institution before you submit your payment so they may authorize PBGC to debit our account. Without this authorization, your financial institution may reject the processing of your payment. A Debit Block is the most common reason for failed ACH payments.' A red box highlights the required fields: 'Account Holder Name', 'Select Account Type' (with radio buttons for Checking and Savings), 'Routing Number' (9 Digits), 'Confirm Routing Number' (9 Digits), 'Account Number' (3 Digit Minimum), 'Confirm Account Number' (3 Digit Minimum), and 'Is this a trust account?' (Yes/No radio buttons). 'Back' and 'Next' buttons are at the bottom.

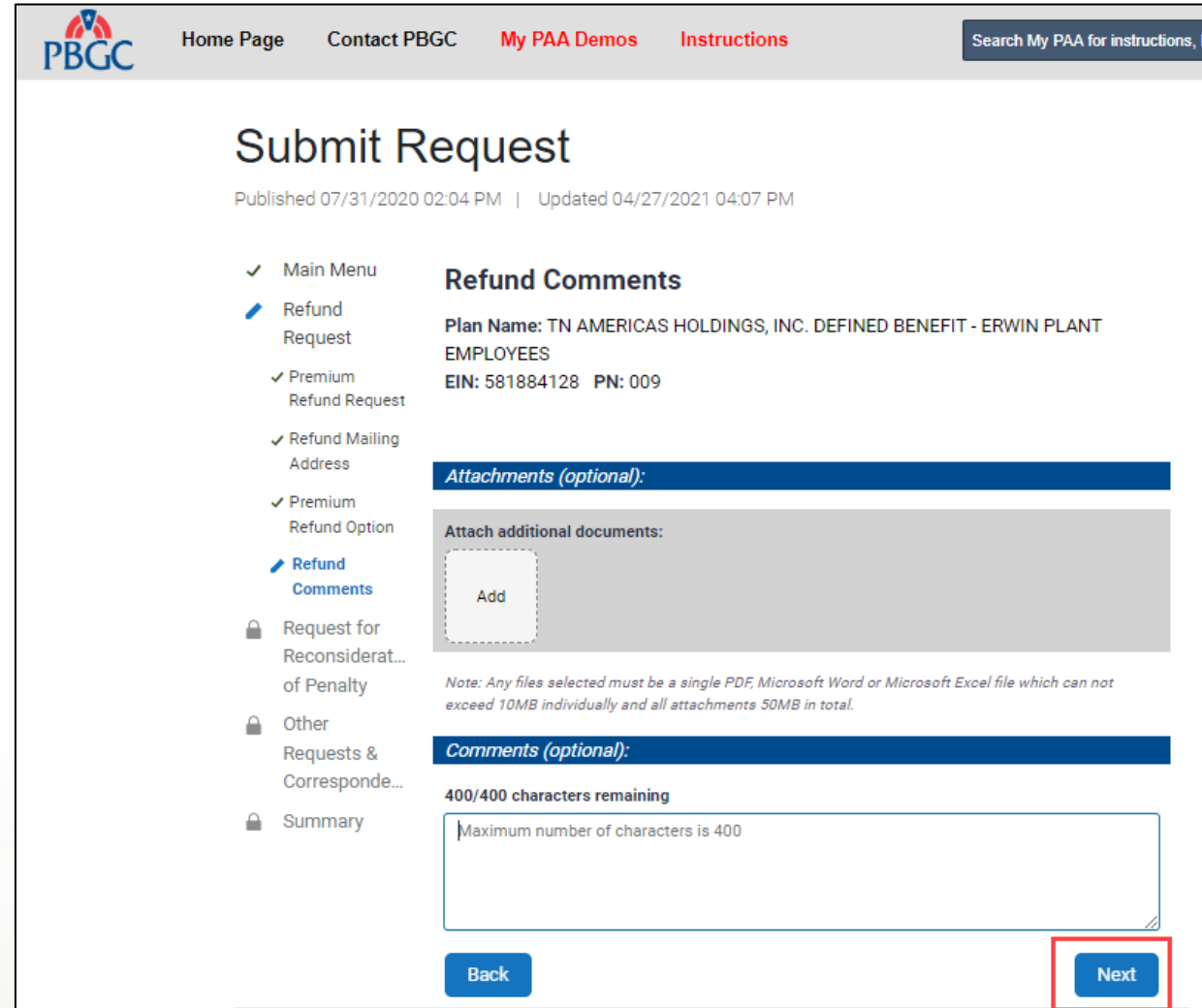
This screenshot shows the continuation of the 'Submit Request' page. The 'Refund Option:' section has the radio button for 'I want a refund by mailed check (the payee name & mailing address will be used)' selected, indicated by a red arrow. The 'Back' button is visible, and the 'Next' button is highlighted with a red box.

How to Submit a Refund Request

Submit Request Page

Refund Comments

- You may also include attachments, which are optional, with your Refund Request.
 - PDF, Microsoft Word and Excel files are accepted.
 - Each file may not exceed 10MB.
 - All files total may not exceed 50MB.
- You may also include comments, which are optional, with your Refund Request.
 - Characters for the comments may not exceed the 400 limit.
- If any information has been provided, please review and validate, and then click the “Next” button.



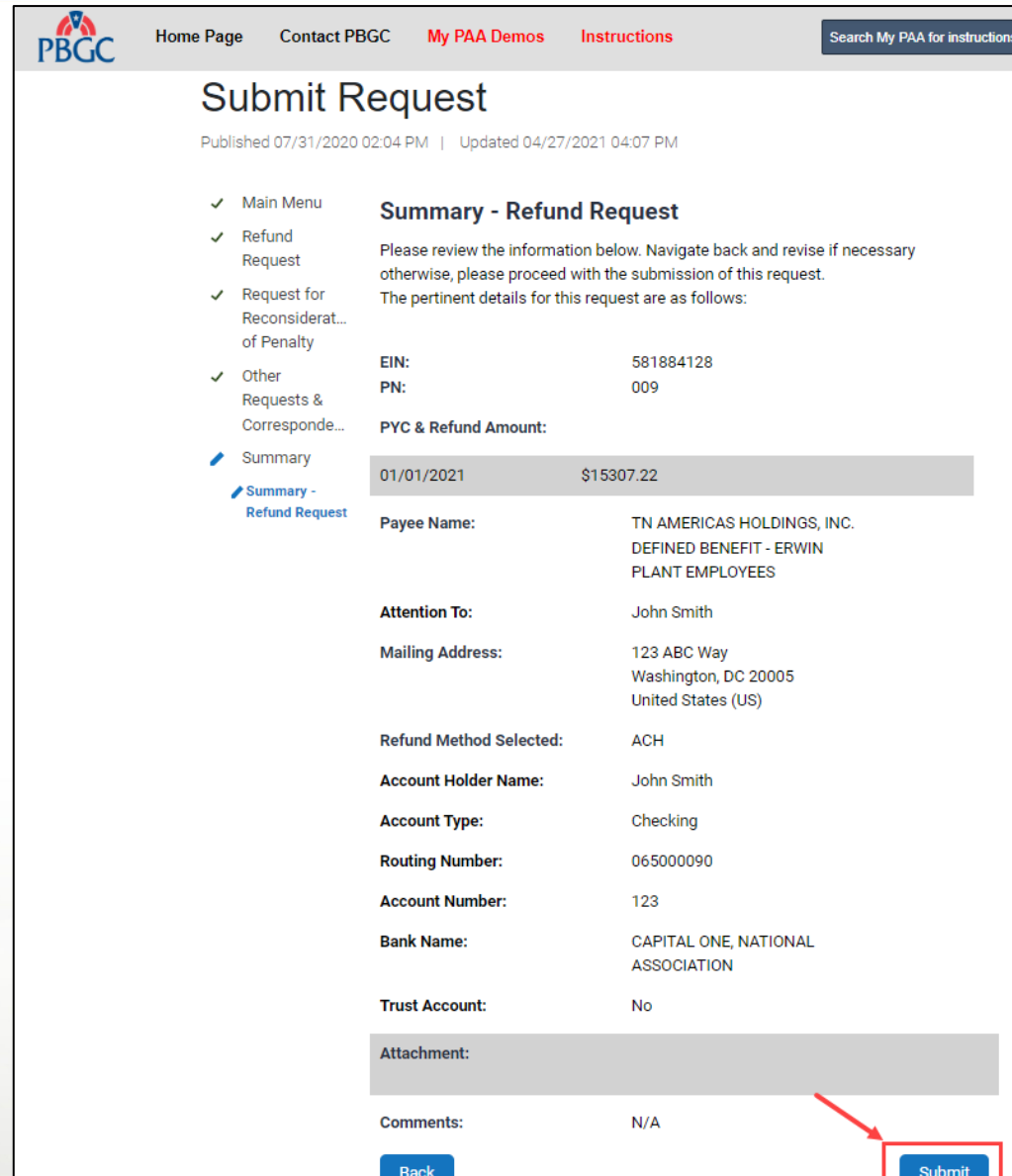
The screenshot shows the PBGC (Pension Benefit Guaranty Corporation) website's "Submit Request" page. The page has a navigation bar at the top with links for "Home Page", "Contact PBGC", "My PAA Demos", and "Instructions". A search bar is also present. The main heading is "Submit Request", with publication and update dates. A left sidebar contains a menu with items like "Main Menu", "Refund Request", "Premium Refund Request", "Refund Mailing Address", "Premium Refund Option", "Refund Comments" (which is highlighted), "Request for Reconsideration of Penalty", "Other Requests & Correspondence", and "Summary". The main content area is titled "Refund Comments" and displays plan information: "Plan Name: TN AMERICAS HOLDINGS, INC. DEFINED BENEFIT - ERWIN PLANT EMPLOYEES" and "EIN: 581884128 PN: 009". There is a section for "Attachments (optional)" with a note about file types and sizes, and a "Comments (optional)" section with a character count of 400/400. At the bottom, there are "Back" and "Next" buttons, with the "Next" button highlighted by a red box.

How to Submit a Refund Request

Submit Request Page

Summary - Refund Request

- Before submission, please review all the items on the Summary Page to confirm the information is valid.
- If any changes must be made, please click the “Back” button to return to the previous pages.
- If the information is correct, click the “Submit” button to send the request to PBGC.



The screenshot shows the PBGC 'Submit Request' page. At the top, there is a navigation bar with links: Home Page, Contact PBGC, My PAA Demos, and Instructions. A search bar on the right says 'Search My PAA for instructions...'. The main heading is 'Submit Request', with publication and update dates below it. A left-hand menu lists several options, with 'Summary - Refund Request' selected and highlighted in blue. The main content area is titled 'Summary - Refund Request' and contains a summary of the request details. These details include: EIN (581884128), PN (009), PYC & Refund Amount (\$15307.22), Payee Name (TN AMERICAS HOLDINGS, INC. DEFINED BENEFIT - ERWIN PLANT EMPLOYEES), Attention To (John Smith), Mailing Address (123 ABC Way, Washington, DC 20005, United States (US)), Refund Method Selected (ACH), Account Holder Name (John Smith), Account Type (Checking), Routing Number (065000090), Account Number (123), Bank Name (CAPITAL ONE, NATIONAL ASSOCIATION), and Trust Account (No). There is an 'Attachment' field which is currently empty. At the bottom, there is a 'Comments' field with 'N/A' and two buttons: 'Back' and 'Submit'. A red arrow points to the 'Submit' button.

Submit Request
Published 07/31/2020 02:04 PM | Updated 04/27/2021 04:07 PM

Summary - Refund Request
Please review the information below. Navigate back and revise if necessary otherwise, please proceed with the submission of this request.
The pertinent details for this request are as follows:

EIN: 581884128
PN: 009
PYC & Refund Amount: 01/01/2021 \$15307.22

Payee Name: TN AMERICAS HOLDINGS, INC.
DEFINED BENEFIT - ERWIN
PLANT EMPLOYEES

Attention To: John Smith

Mailing Address: 123 ABC Way
Washington, DC 20005
United States (US)

Refund Method Selected: ACH

Account Holder Name: John Smith

Account Type: Checking

Routing Number: 065000090

Account Number: 123

Bank Name: CAPITAL ONE, NATIONAL
ASSOCIATION

Trust Account: No

Attachment:

Comments: N/A

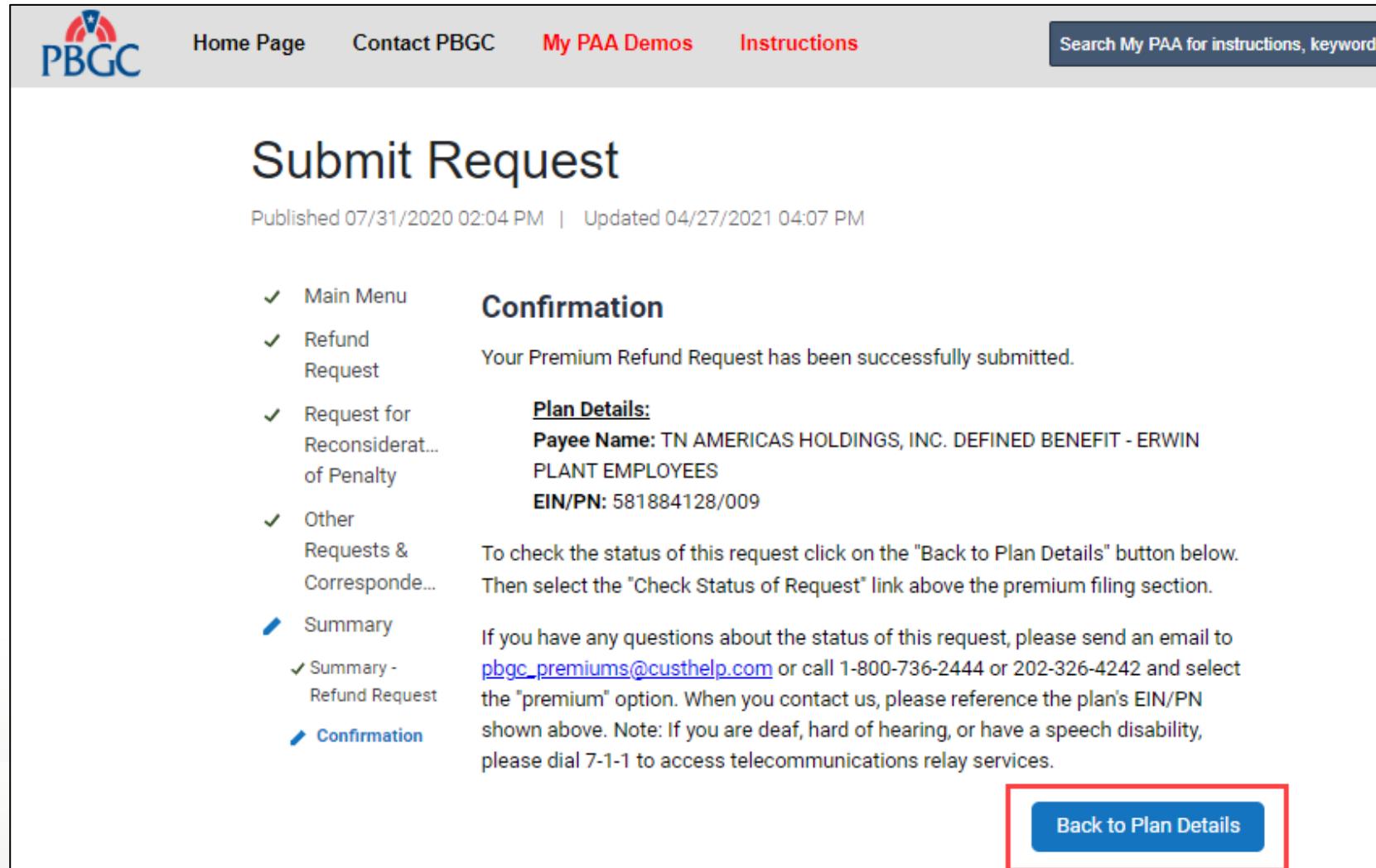
[Back](#) [Submit](#)

How to Submit a Refund Request

Submit Request Page

Confirmation

- Once the request has been successfully submitted, you will be able to track the request on the “Check Status of Request” Page from the Plan Details Page.
- If you have additional comments, you may also refer to your Account Activity History.
 - Please refer to [How to Check My PAA Account Activity History](#) Demo for more information.
- You may now continue with any further premium-related task for this plan by clicking on the “Back to Plan Details” button.



The screenshot shows the PBGC website's "Submit Request" confirmation page. At the top, there is a navigation bar with the PBGC logo, links for "Home Page", "Contact PBGC", "My PAA Demos", and "Instructions", and a search bar. The main heading is "Submit Request", with publication and update timestamps. A left-hand menu lists navigation options: "Main Menu", "Refund Request", "Request for Reconsideration of Penalty", "Other Requests & Correspondence", "Summary", "Summary - Refund Request", and "Confirmation" (which is highlighted with a blue pencil icon). The main content area displays a "Confirmation" message stating that the Premium Refund Request has been successfully submitted. Below this, "Plan Details" are listed: "Payee Name: TN AMERICAS HOLDINGS, INC. DEFINED BENEFIT - ERWIN PLANT EMPLOYEES" and "EIN/PN: 581884128/009". Instructions follow, directing the user to click "Back to Plan Details" to check the status or to email pbgc_premiums@custhelp.com for questions. A red box highlights the "Back to Plan Details" button at the bottom right.

Submit Request

Published 07/31/2020 02:04 PM | Updated 04/27/2021 04:07 PM

- ✓ Main Menu
- ✓ Refund Request
- ✓ Request for Reconsideration of Penalty
- ✓ Other Requests & Correspondence
- ✎ Summary
- ✓ Summary - Refund Request
- ✎ Confirmation

Confirmation

Your Premium Refund Request has been successfully submitted.

Plan Details:
Payee Name: TN AMERICAS HOLDINGS, INC. DEFINED BENEFIT - ERWIN PLANT EMPLOYEES
EIN/PN: 581884128/009

To check the status of this request click on the "Back to Plan Details" button below. Then select the "Check Status of Request" link above the premium filing section.

If you have any questions about the status of this request, please send an email to pbgc_premiums@custhelp.com or call 1-800-736-2444 or 202-326-4242 and select the "premium" option. When you contact us, please reference the plan's EIN/PN shown above. Note: If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

[Back to Plan Details](#)