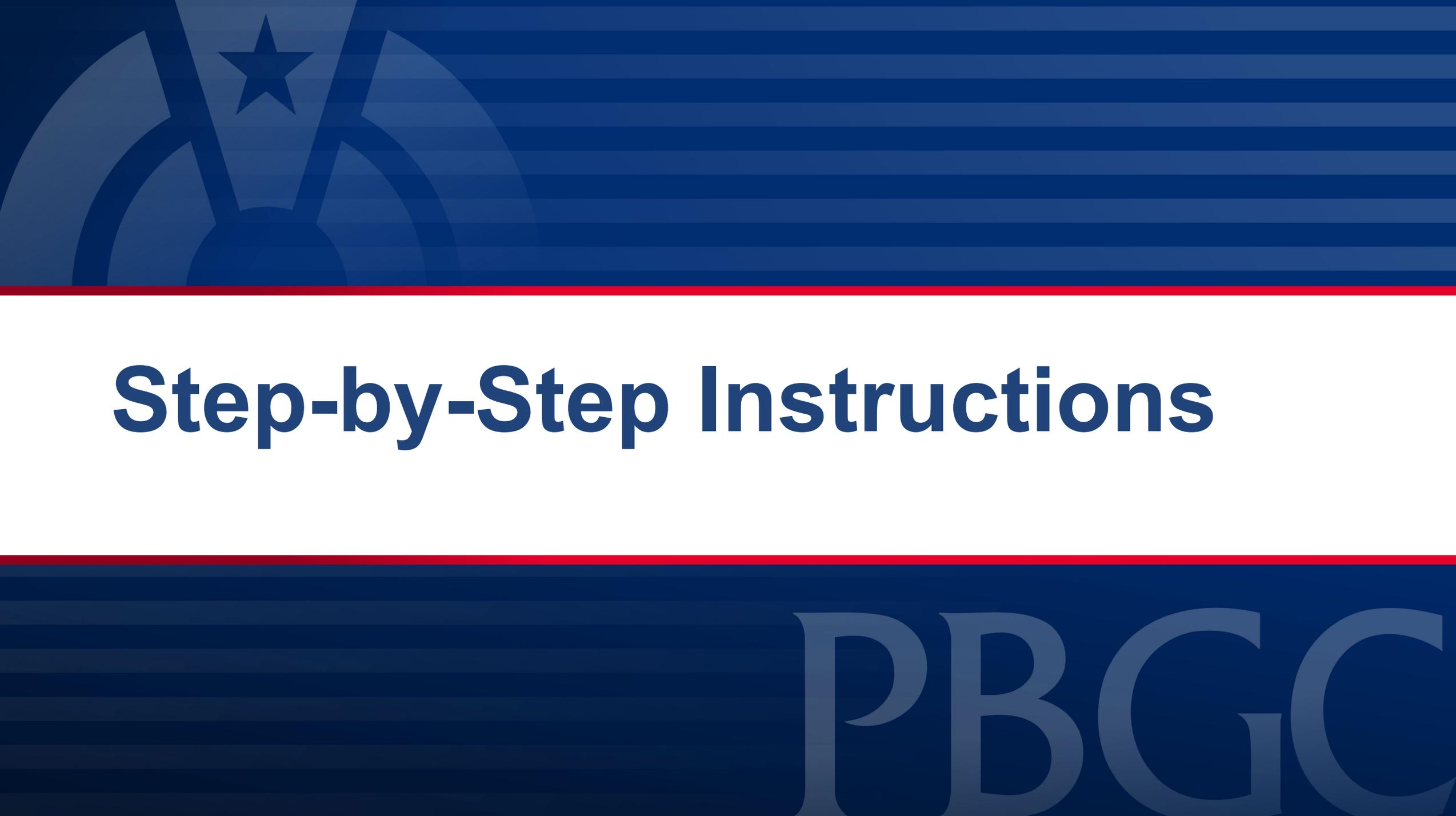


# How to Submit a Request for Reconsideration of Penalty

My Plan Administration Account (My PAA)

*Last Updated: June 29, 2025*





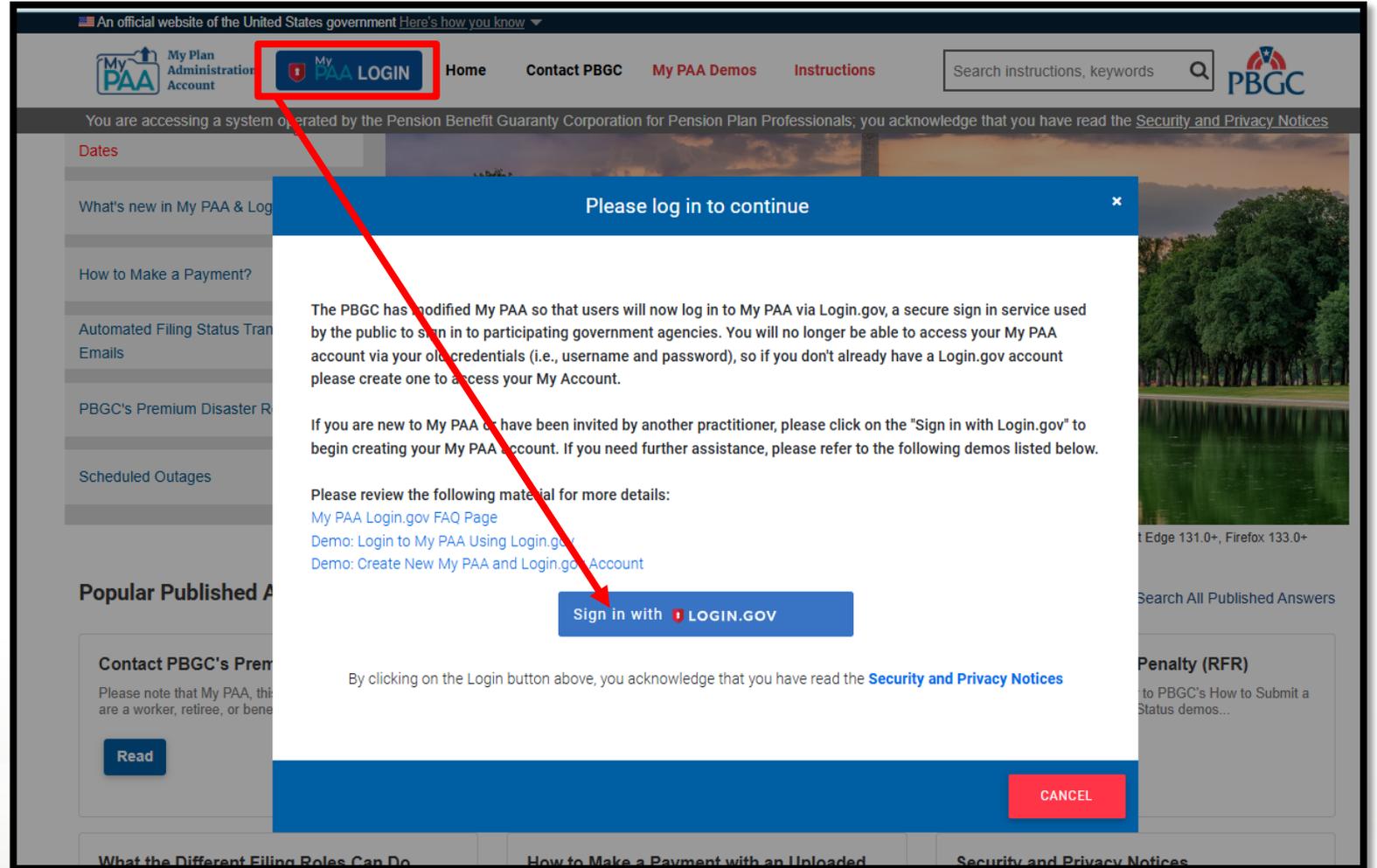
# Step-by-Step Instructions

PBGC

# How to Submit a Request for Reconsideration (RFR)

## Login

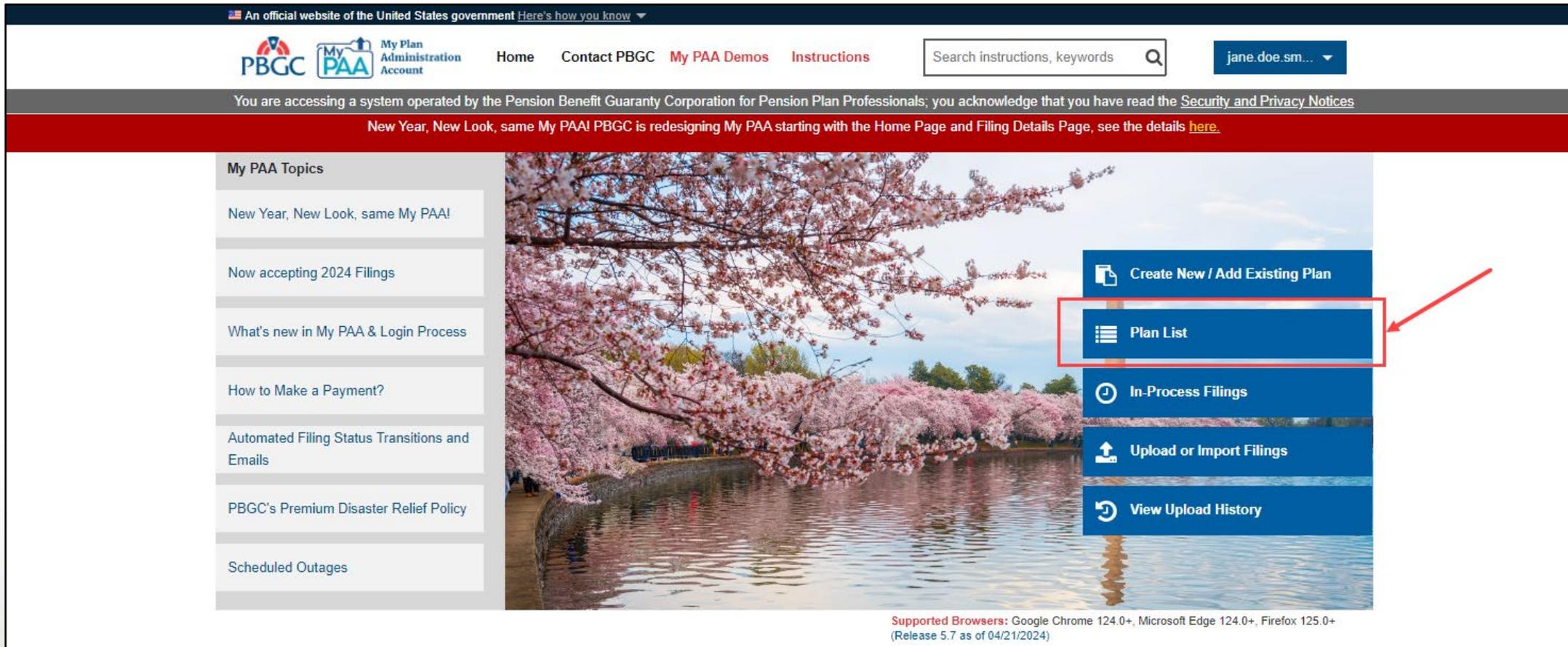
- From the Home Page, click on the “My PAA Login” button to log in.
- You will need to log in to your Login.gov account to access your My PAA account.
  - For more details and step-by-step instructions on how to access your My PAA account via Login.gov please view PBGC’s [How to Log in to My PAA Using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



# How to Submit a Request for Reconsideration (RFR)

## Plan List Page

- Once you have logged in to your My PAA account, click on the “Plan List” icon or link from the Home Page.



# How to Submit a Request for Reconsideration (RFR)

## Plan Details Page

- From the Plan List page, click on the Plan Name link you wish to submit a RFR request for, and then you will automatically be redirected to the Plan Details page.

An official website of the United States government [Here's how you know](#)

PBGC My PAA My Plan Administration Account Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

You are accessing a system operated by the Pension Benefit Guaranty Corporation for Pension Plan Professionals; you acknowledge that you have read the [Security and Privacy Notices](#)

New Year, New Look, same My PAA! PBGC is redesigning My PAA starting with the Home Page and Filing Details Page, see the details [here](#).

My PAA Topics

- New Year, New Look, same My PAA!
- Now accepting 2024 Filings
- What's new in My PAA & Login Process
- How to Make a Payment?

Create New / Add Existing Plan

**Plan List**

In-Process Filings

Load or Import Filings

Upload History

Microsoft Edge 124.0+, Firefox 125.0+

Search All Published Answers

and Plan Administrators. If you

### Plans in your My PAA Account

The below list consists of all of your Plans. You can use the Create New Filing column buttons to create new filings based on your Role. You can use the Latest Filing Status column buttons to complete the next step for each Filing based on your Role(s). Use the Links in the Filing ID and Plan Name columns to see its corresponding details page.

Filter by Latest Filing Status

Show 10 entries Search:

Create New Filing	Plan ID	EIN	PN	Plan Name	Latest Filing Update	Latest Filing ID	Latest PYC	Latest Filing Status
	2420303	131311313	121	<a href="#">MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN UPDATE</a>	07/26/2024	<a href="#">539331</a>		<a href="#">Draft</a>
	86264	123456789	001	<a href="#">SPECIAL NON-PREMIUM TRANSACTIONS</a>	06/05/2024	<a href="#">500753</a>	01/01/2022	Submitted
	2420311	898989898	898	<a href="#">PRACTITIONER REMOVED FROM ANOTHER PLAN</a>	11/01/2023	<a href="#">506658</a>	01/01/2023	<a href="#">Draft</a>

Showing 1 to 3 of 3 entries

First 1 Last

# How to Submit a Request for Reconsideration (RFR)

## Plan Details Page

- Below the Plan Details are the premium-related action buttons. Click on the “Submit Request” button to access all notifications that were sent to the plan.

Return to Plan List

### Plan Details Page

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN UPDATE	2420303	Active	131311313	121	04/24/2021	No Value

[Create Filing](#) [Submit Request](#) [Manage Roles](#) [Payment Voucher](#) [Submit Payment](#)

[View Request Status](#) [View Correspondence](#) [Account History](#)

[Premium Filings](#) [Team Members](#) [Admin/Contact Details](#) [My PAA Payment Summary](#)

### Premium Filings

The table below lists all premium filings for this Plan (EIN/PN). To navigate to the Filing Details page for a specific filing, place your cursor over the desired Filing ID and select the Filing Details button. To view/print a PDF version of your filing, select the Filing Receipt button for the appropriate row. To amend a previously submitted filing, select the Amend button for the appropriate row.

Show 10 entries Search:

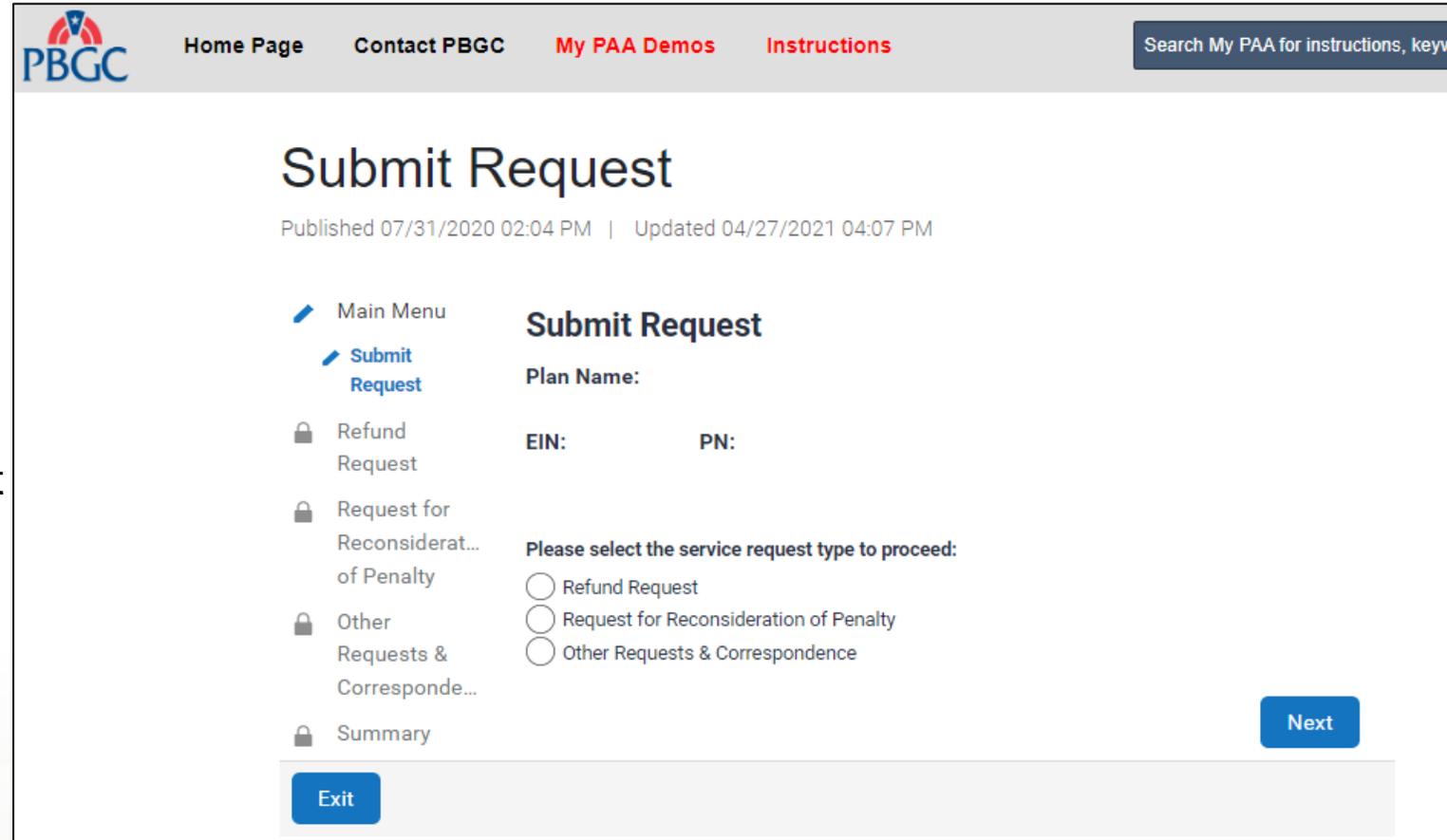
Filing ID	PYC	Submit Date	Status	Action	View PDF
553395	01/04/2020	11/20/2024	Submitted	<a href="#">Amend</a>	<a href="#">Filing Receipt</a>

# How to Submit a Request for Reconsideration (RFR)

## 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.
  - Request for Reconsideration of Penalty: If you have received a Statement of Account (SOA), and was charged penalty, you can contest the charges.
  - 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. At the top, there is a navigation bar with links for 'Home Page', 'Contact PBGC', 'My PAA Demos', and 'Instructions'. A search bar on the right contains the text 'Search My PAA for instructions, key...'. The main heading is 'Submit Request', with a sub-heading 'Published 07/31/2020 02:04 PM | Updated 04/27/2021 04:07 PM'. On the left, a sidebar menu lists: 'Main Menu', 'Submit Request' (highlighted with a blue pencil icon), 'Refund Request', 'Request for Reconsiderat... of Penalty', 'Other Requests & Corresponden...', and 'Summary'. The main content area has a 'Submit Request' heading, followed by 'Plan Name:', 'EIN:', and 'PN:'. Below this 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 Request for Reconsideration (RFR)

## Submit Request Page

### Request for Reconsideration of Penalty (RFR)

- Select the “Request for Reconsideration of Penalty” radio button and click on the “Next” button.
- It is important to note that you will only be able to submit an RFR if there is penalty charged to a plan (i.e., reflected on the plan’s Account History), and you should only submit an RFR once a Statement of Account (SOA) has been received by the plan.

Home Page Contact PBGC My PAA Demos Instructions Search My PAA for instructions, key

## Submit Request

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

- Main Menu
- Submit Request**
- Refund Request
- Request for Reconsiderat... of Penalty
- Other Requests & Correspondence
- Summary

**Submit Request**

Plan Name:  
EIN:                  PN:

Please select the service request type to proceed:

Refund Request

Request for Reconsideration of Penalty

Other Requests & Correspondence

Next

Exit

# How to Submit a Request for Reconsideration (RFR)

## Submit Request Page

### Mailing Address for Determination Letter

- PBGC will mail a formal determination letter to the mailing address of the Plan Administrator on file.
- If the requestor would like a copy of the determination letter sent to another mailing address, My PAA provides a section in the request interview to do so.
- Please ensure all information is reviewed and validated before proceeding in the request interview by clicking the “Next” button.

of Penalty

Other Requests & Correspondence

Summary

Premium customer service center. Details can be found by clicking on the instructions [here](#).

To request reconsideration of a late premium penalty charge, please click the checkbox associated with the plan year in question. You will then be prompted to enter the total penalty amount associated with your request.

PYC:	Request Reconsideration?	Penalty Amount:
01/01/2020	<input type="checkbox"/>	
01/01/2018	<input checked="" type="checkbox"/>	\$50.00
01/01/2019	<input checked="" type="checkbox"/>	\$100.00
01/01/2021	<input type="checkbox"/>	

The final determination letter for this request for reconsideration will be mailed to the Plan Administrator's address per the most recent Comprehensive Premium Filing. If you are not the Plan Administrator or the Plan Administrator's representative, please check the box to the left and provide the additional address where you would also like a copy of this determination letter to be mailed.

Attn To:

Country:

Address 1:

Address 2:

City:  State:  Zip:

Attachments (optional):

# How to Submit a Request for Reconsideration (RFR)

## Submit Request Page

### Request for Reconsideration of Penalty (RFR)

- My PAA will automatically display one, or all plan years that have been charged penalty, and are eligible for a RFR submission.
- Once you select the appropriate plan year, by clicking the “Request Reconsideration” checkbox, enter the amount of penalty you wish the PBGC to waive.
- You may also include attachments, which are optional.
  - 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.

Home Page Contact PBGC My PAA Demos Instructions Search My PAA for instructions, keywords or topics test@pbgc...

### Request for Reconsideration of Penalty

Plan Name: EIN: PN:

Please refer to the Initial Determination Letter (IDL) you received for more information about how to request reconsideration. If you do not have the IDL, please contact the Premium Customer Service Center. Details can be found by clicking on the instructions [here](#).

To request reconsideration of a late premium penalty charge, please click the checkbox associated with the plan year in question. You will then be prompted to enter the total penalty amount associated with your request.

PVC:	Request Reconsideration?	Penalty Amount:
01/01/2020	<input type="checkbox"/>	
01/01/2018	<input type="checkbox"/>	\$50.00
01/01/2019	<input checked="" type="checkbox"/>	\$100.00
01/01/2021	<input type="checkbox"/>	

The final determination letter for this request for reconsideration will be mailed to the Plan Administrator's representative, please check the box and provide the additional address where you would also like a copy of this determination letter to be mailed.

**Attachments (optional):**

Please select and upload the document(s) associated with your Request for Reconsideration of accrued penalty. Additional information related to Reconsideration can be found by clicking on the instructions [here](#).

Select and Attach File:

Add

Note: Any files selected must be a single PDF, Microsoft Word or Microsoft Excel file which can not exceed 10MB individually and all attachments 50MB in total.

**Comments (optional):**

400/400 characters remaining  
Maximum number of characters is 400

Exit Back Next

# How to Submit a Request for Reconsideration (RFR)

## Submit Request Page

### Summary - Request for Reconsideration of Penalty (RFR)

- 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.

**PBGC** Home Page Contact PBGC My PAA Demos Instructions Search My PAA for instructions, keywo

## 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 - Request for Reconsideration of Penalty

### Summary - Request for Reconsideration of Penalty

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:**  
**PN:**  
**Plan Name:**

**PYC & Penalty Amount:**

01/01/2018	\$50.00
01/01/2019	\$100.00

**Provide additional address for determination letter:** Yes

**Attention To:** John Smith

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

**Attachments:**

**Comments:** N/A

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

# How to Submit a Request for Reconsideration (RFR)

## 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 our [How to View 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 displays the PBGC website's 'Submit Request' confirmation page. At the top, there is a navigation bar with 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 navigation menu lists various options, with 'Confirmation' selected. The main content area contains a confirmation message, 'Plan Details' (with 'Plan Name' listed), and 'EIN/PN' information. A 'Back to Plan Details' button is highlighted with a red border.