

How to Create a Comprehensive Filing for a Multiemployer Plan

My Plan Administration Account (My PAA)

Last Updated: January 13, 2025





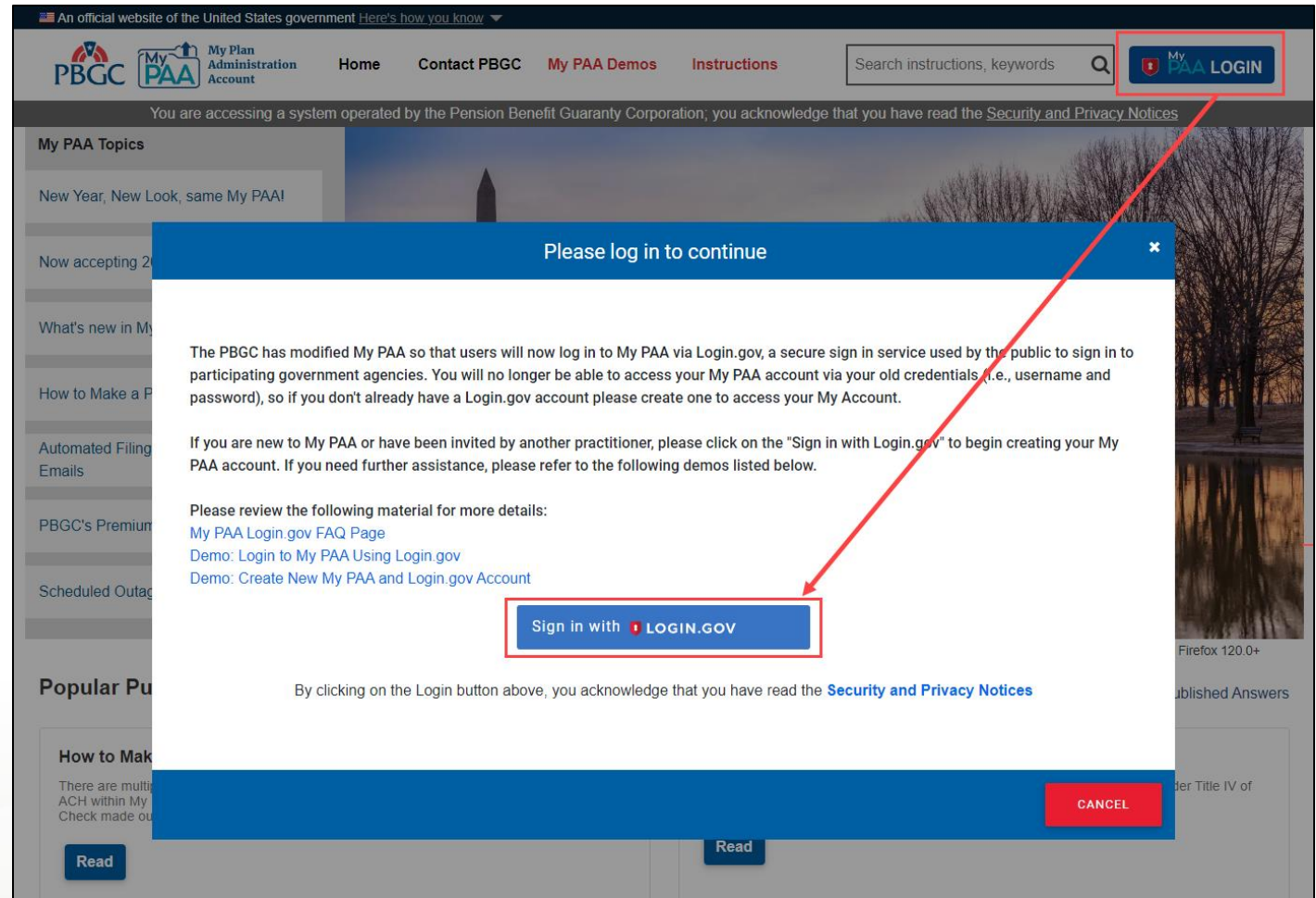
Step-by-Step Instructions

PBGC

How to Create a Comprehensive Filing for a Multiemployer Plan

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 Create a Comprehensive Filing for a Multiemployer Plan

Plan List Page

- ▶ Once you have logged in, click on the “Plan List” button from the Home Page.
- ▶ From the Plan List Page, click on the “Create New Filing” icon for the plan you would like to create a Comprehensive Premium Filing for.
 - To successfully create a filing, the plan must be associated with your account, and you must have the Filing Preparer Role.
 - You can search or sort the columns to find a particular plan

The screenshot shows the 'My PAA Account' dashboard. At the top, there's a navigation bar with links like 'Home', 'Contact PBGC', 'My PAA Demos', and 'Instructions'. Below this, a red banner contains a message about the system redesign. The main content area has a sidebar on the left with 'My PAA Topics' and a central area with a cherry blossom image. On the right, a vertical menu contains buttons for 'Create New / Add Existing Plan', 'Plan List' (highlighted with a red box), 'In-Process Filings', and 'Upload History'. A red arrow points from the 'Plan List' button to the 'Plans in your My PAA Account' section below.

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	MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN UPDATE	07/26/2024	539331		Draft
	86264	123456789	001	SPECIAL NON-PREMIUM TRANSACTIONS	06/05/2024	500753	01/01/2022	Submitted
	2420311	898989898	898	PRACTITIONER REMOVED FROM ANOTHER PLAN	11/01/2023	506658	01/01/2023	Draft

Showing 1 to 3 of 3 entries

First 1 Last

Pension Benefit
Guaranty Corporation

How to Create a Comprehensive Filing for a Multiemployer Plan

Plan Details Page

- ▶ You may also start the filing process from the Plan Details Page.
- ▶ From the Plan List Page, click on the Plan Name link for the plan you would like to create a Comprehensive Premium Filing for.
- ▶ Then click on the “Create Filing” button under the header section on the Plan Details Page.
 - To successfully create a filing, the plan must be associated with your account, and you must have the Filing Preparer Role.
 - You can search or sort the columns to find a particular plan.

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 [Filing and Payment Status Report](#)

Show 10 entries

Create New Filing	Plan ID	EIN	PN	Plan Name	Latest Filing Update	Latest Filing ID	Latest PYC	Latest Filing Status
	3430303	131311313	121	MY PAA 2.0 PROD-OUT OVER-CREATE TEST PLAN UPDATE	12/13/2024	553603	01/01/2025	Upload Error
					08/11/2024	553600	01/01/2023	Draft
					12/13/2024	553601	09/26/2024	Upload Error

Plan Details Page

Plan Name: MY PAA 2.0 PROD-OUT OVER-CREATE TEST PLAN UPDATE Plan ID: 3430303 Plan Status: Active EIN: 131311313 PN: 121 Effective Date: 04/24/2021 Plan Sponsor: 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

Filing ID	PYC	Submit Date	Status	Action	View PDF
553605	01/06/2025	11/09/2024	Submitted	Amend	Filing Receipt

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

General Information

- ▶ Enter or select the appropriate information for the filing.
- ▶ Required fields on this page:
 - Sponsor's Name
 - Business Code Type
 - Business Code (this dropdown will display available codes depending on the selection for Business Code Type)
- ▶ Note: The EIN/PN cannot be changed on this page. This action must be done on the EIN/PN change page (see slide 7 for more details).
- ▶ Once all the necessary fields have been populated and the information verified click on the "Save and Continue" button.

The screenshot shows the 'Filing Management V2' page on the Pension Benefit Guaranty Corporation (PBGC) website. The page is titled 'Filing Management V2' and includes a sub-header 'Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM'. On the left, there is a navigation menu with four items: 'I. General Plan Year Information' (selected), 'II. Premium Calculations', 'III. Other Filing Details', and 'IV. Review and Summary'. The main content area is titled 'General Plan Information' and contains the following fields: 'Comprehensive Premium Filing for: TEST PENSION PLAN', 'Plan ID: 2371687', 'EIN/PN: 111111111 / 001', 'Employer Identification Number (EIN): 111111111', 'Plan Number (PN): 001', 'Plan Name: TEST PENSION PLAN', 'Sponsor's Name: Test Plan Admin', 'First Six Digits of CUSIP:', 'Business Code Type' (a dropdown menu), and 'Business Code' (a dropdown menu). At the bottom right, there is a red-bordered button labeled 'Save and Continue'. At the bottom left, there is a blue button labeled 'Exit'.

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Additional Plan Information

- ▶ Enter or select the appropriate information for the filing.
- ▶ Required fields on this page:
 - Plan Admin Information (it is important that this address is accurate, as all mailed correspondence will be sent here)
 - Plan Contact Information (all mailed correspondences will be addressed to this person).
- ▶ Alternate Phone Number and Additional plan contact information are not required. If you decide to provide this information, click on the “Yes” radio button and additional fields will appear.
- ▶ Once all the necessary fields have been populated and the information is verified click on the “Save and Continue” button.
- ▶ To review/update/change previously entered data click the “Back” button, or select the page you'd like to update in the lefthand navigation menu.
 - ☞ Note: PBGC suggests to start reviewing/editing from the start of the filing to ensure the validations trigger properly.

The screenshot displays the PBGC Filing Management V2 interface. The top navigation bar includes 'Home Page', 'Ask a Question', a search bar, and a user profile 'johndoe@g...'. The main heading is 'Filing Management V2' with publication and update timestamps. A left-hand navigation menu lists: 'I. General Plan Year Information' (selected), 'II. Premium Calculations', 'III. Other Filing Details', and 'IV. Review and Summary'. The 'Additional Plan Information' section is active, showing 'Comprehensive Premium Filing for: TEST PENSION PLAN' with 'Plan ID: 2371687' and 'EIN/PN: 111111111 / 001'. Below this, the 'Plan Admin Information' section contains fields for 'Admin Name' (Test Plan Admin), 'Test Plan Admin's Email Address' (johndoe.COM), 'Test Plan Admin Phone Number' ((111) 111-2222), and 'Test Plan Admin Ext.'. It also includes 'Address 1' (1234 Address) and 'Address 2'. Location fields for 'Country' (United States (US)), 'City' (Orange), 'State' (DC), and 'Zip' (11111) are present. The 'Plan Contact Information' section follows, with fields for 'Plan Contact Name (Correspondence Addressee)' (John Doe), 'John Doe's Email Address' (johndoe.com), 'John Doe Phone Number' ((111) 222-3333), and 'John Doe Ext.'. Two optional questions with radio buttons are shown: 'Would you like to add an alternate phone number for Insured Plans List on pbgc.gov?' and 'Would you like to add an additional plan contact?'. At the bottom, there are 'Back' and 'Save and Continue' buttons. Red arrows point to the 'Yes' radio buttons for the optional questions.

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Plan Year Details

- ▶ Enter or select the appropriate information for the filing.
- ▶ Required fields on this page:
 - PYC and PYE Dates
 - Plan Type
 - Change in PYC date question
 - Small plan question
 - Plan Effective Date
 - If the plan is New/Newly Covered, check the box for additional fields that will also be required; Adoption Date, Coverage Date, and Continuation Plan question
- ▶ Once all the necessary fields have been populated and the information is verified click on the “Save and Continue” button.
- ▶ To review/update/change previously entered data click the “Back” button, or select the page you'd like to update in the lefthand navigation menu.
 - ☞ Note: PBGC suggests to start reviewing/editing from the start of the filing to ensure the validations trigger properly.

The screenshot shows the PBGC Filing Management V2 interface. The left navigation menu includes: I. General Plan Year Information, II. Premium Calculations, III. Other Filing Details, and IV. Review and Summary. The main content area is titled 'Filing Management V2' and shows details for 'TEST PENSION PLAN' with Plan ID 2371687 and EIN/PN 111111111 / 001. The 'Plan Year Details' section includes 'Filing Dates' with dropdowns for Plan Year Commencing Date (PYC Date) and Plan Year Ending Date (PYE Date). The 'Plan Type' section has radio buttons for Multiemployer (selected) and Single-employer. Below are questions about PYC date changes and amended filings. The 'Plan Information' section asks if the plan is a 'small plan' and shows the Plan Effective Date as 04/01/2013. A checkbox 'Check box if plan is new or newly covered' is checked. This leads to the 'New or Newly Covered Plan' section with dropdowns for Adoption Date and Date Coverage Began On. At the bottom, there are 'Back' and 'Save and Continue' buttons, with the latter highlighted by a red box.

Home Page Ask a Question Search... johndoe@g...

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- I. General Plan Year Information
 - General Plan Information
 - Additional Plan Information
 - Plan Year Details**
- II. Premium Calculations
- III. Other Filing Details
- IV. Review and Summary

Plan Year Details

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: Uncertain

Filing Dates

Plan Year Commencing Date (PYC Date):
mm dd yyyy

Plan Year Ending Date (PYE Date):
mm dd yyyy

Plan Type:
☒ Multiemployer
☐ Single-employer (including multiple-employer plans)

Has the PYC date changed since the most recent filing as a result of a plan amendment changing the plan year?
☐ Yes
☐ No

Is this an amended filing?
☐ Yes
☐ No

Plan Information

For the premium payment year, is the plan a "small plan"?
☐ Yes
☐ No

Plan Effective Date:
04 01 2013

☒ Check box if plan is new or newly covered

New or Newly Covered Plan

Adoption Date:
mm dd yyyy

Date Coverage Began On:
mm dd yyyy

Is the plan a continuation plan:
☐ Yes
☐ No

Back Save and Continue

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

EIN/PN Change Details

- ▶ Please indicate whether you are reporting an EIN/PN change
 - If you are reporting an EIN/PN change, select “Yes” and the “New EIN” and “New PN” fields will appear. Both fields are required before you may continue.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review/update/change previously entered data click the “Back” button, or select the page you'd like to update in the lefthand navigation menu.
 - Note: PBGC suggests to start reviewing/editing from the start of the filing to ensure the validations trigger properly.

Home Page Ask a Question Search... johndoe@g...

Submit a Filing

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- I. General Plan Year Information
 - ✓ General Plan Information
 - ✓ Additional Plan Information
 - ✓ Plan Year Details
 - ✓ **EIN/PN Change Details**
- II. Premium Calculations
- III. Other Filing Details
- IV. Review and Summary

EIN/PN Change Details

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

[2020 Premium Instructions](#)

Do you want to report an EIN/PN change?
☐ Yes
☒ No

Back

Save and Continue

Home Page Ask a Question Search... johndoe@g...

Submit a Filing

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- I. General Plan Year Information
 - ✓ General Plan Information
 - ✓ Additional Plan Information
 - ✓ Plan Year Details
 - ✓ **EIN/PN Change Details**
- II. Premium Calculations
- III. Other Filing Details
- IV. Review and Summary

EIN/PN Change Details

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

[2020 Premium Instructions](#)

Do you want to report an EIN/PN change?
☒ Yes
☐ No

New EIN: New PN:

Back

Save and Continue

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Form 5500 Details

- ▶ Please indicate if the EIN/PN differs from what was reported on the most recently filed Form 5500
 - If the EIN/PN on the Comprehensive Premium Filing differs from what was reported on the most recent Form 5500, select “Yes.” The “Form 5500 EIN,” “Form 5500 PN,” and Reason fields will appear. All fields are required before you may continue.
 - ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
 - ▶ To review/update/change previously entered data click the “Back” button, or select the page you'd like to update in the lefthand navigation menu.
- ☞ Note: PBGC suggests to start reviewing/editing from the start of the filing to ensure the validations trigger properly.

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Home Page Ask a Question Search... johndoe@g...

Submit a Filing

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- I. General Plan Year Information
- ✓ General Plan Information
- ✓ Additional Plan Information
- ✓ Plan Year Details
- ✓ EIN/PN Change Details
- Form 5500 Details**
- II. Premium Calculations
- III. Other Filing Details
- IV. Review and Summary

Form 5500 Details

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

[2020 Premium Instructions](#)

Is the plan's EIN or PN different from what was reported on the most recently filed Form 5500?

☐ Yes
☒ No

Back

Save and Continue

Home Page Ask a Question Search... johndoe@g...

Submit a Filing

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- I. General Plan Year Information
- ✓ General Plan Information
- ✓ Additional Plan Information
- ✓ Plan Year Details
- ✓ EIN/PN Change Details
- Form 5500 Details**
- II. Premium Calculations
- III. Other Filing Details
- IV. Review and Summary

Form 5500 Details

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

[2020 Premium Instructions](#)

Is the plan's EIN or PN different from what was reported on the most recently filed Form 5500?

☒ Yes
☐ No

Form 5500 EIN: Form 5500 PN:

Reason for Difference:
Maximum of 300 characters

Back

Save and Continue

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Flat-Rate Premiums

- ▶ Enter or select the appropriate information for the filing. Required fields on this page:
 - Participant Count Date
 - Active, Terminated Vested, and Retirees and Beneficiaries participant count
- ▶ My PAA will automatically calculate the total number of participants and the flat-rate premium. To see the formula on how the number was calculated hover over the underlined titles.
 - Note: You can reveal the formula for any item that is automatically calculated in the filing process if you hover over the underlined title.
- ▶ Once all the necessary fields have been populated and the information is verified click on the “Save and Continue” button.
- ▶ To review/update/change previously entered data click the “Back” button, or select the page you'd like to update in the lefthand navigation menu.
 - Note: PBGC suggests to start reviewing/editing from the start of the filing to ensure the validations trigger properly.

The screenshot shows the 'Filing Management V2' page for 'Flat-Rate Premiums'. The page is for a 'TEST PENSION PLAN' with Plan ID 2371687 and EIN/PN 111111111 / 001. The plan year commencing is 01/01/2020. The 'Participant Count Date' is set to 12/31/2019. The 'Participant Count as of Participant Count Date' section shows 'Active' as 0, 'Terminated Vested' as 0, and 'Retirees and Beneficiaries' as 0. The 'Total Participant Count' is 0. The 'Single-employer Flat-Rate (per participant)' is \$83.00. The 'Calculated Flat-Rate premium' is \$0.00. The 'Total Participant Count x Flat-Rate (per participant) = Calculated Flat-Rate premium' is \$0.00. The 'Save and Continue' button is highlighted in red.

Home Page Ask a Question Search... johndoe@g...

Submit a Filing

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- ✓ I. General Plan Year Information
- II. Premium Calculations
- Flat-Rate Premiums
- III. Other Filing Details
- IV. Review and Summary

Flat-Rate Premiums

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

[2020 Premium Instructions](#)

Participant Count Date:
12 31 2019

Participant Count as of Participant Count Date:

Active:
Terminated Vested:
Retirees and Beneficiaries:

Total Participant Count: 0
Single-employer Flat-Rate (per participant) = Total Participant Count

Total Participant Count: 0
Single-employer Flat-Rate (per participant): \$83.00
Calculated Flat-Rate premium: \$0.00

Back Calculated Flat-Rate premium: \$0.00 Total Participant Count x Flat-Rate (per participant) = Calculated Flat-Rate premium Save and Continue

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Premium Amount Due

- ▶ If the plan has already made any payments for this plan year or there is credit/overpayment from a prior plan year, indicate that here.
- ▶ My PAA will automatically calculate the total credit for the plan year (if applicable) and the total premium amount due.
- ▶ To see the formula on how the number was calculated hover over the underlined titles.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review/update/change previously entered data click the “Back” button, or select the page you'd like to update in the lefthand navigation menu.
 - ☞ Note: PBGC suggests to start reviewing/editing from the start of the filing to ensure the validations trigger properly.

The screenshot displays the PBGC Filing Management V2 interface. The left navigation menu includes sections I through IV, with 'Premium Amount Due' selected under section II. The main content area is titled 'Premium Amount Due' and shows a 'Comprehensive Premium Filing for: TEST PENSION PLAN' with Plan ID 2371687 and EIN/PN 111111111 / 001. It lists the total premium as \$140,298.00 and includes input fields for payments made previously (\$0.00) and outstanding credit (\$0.00). The 'Total credit for this plan year' is also \$0.00. At the bottom, the 'Total Premium amount due' is \$140,298.00. A 'Back' button is on the left, and a 'Save and Continue' button is on the right, highlighted with a red border.

Home Page Ask a Question Search... johndoe@g...

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- ✓ I. General Plan Year Information
- ✓ II. Premium Calculations
 - ✓ Flat-Rate Premiums
 - ✓ Alternative Premium Funding Target Election or Revocation
 - ✓ Variable-Rate Premiums (VRP)
 - ✓ Premium Funding Target Method
 - ✓ Calculating Unfunded Vested Benefits
 - ✓ Variable-rate Premium Due
 - ✓ Calculate Total Premium
 - Premium Amount Due**
- III. Other Filing Details
- IV. Review and Summary

Premium Amount Due

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

[2020 Premium Instructions](#)

Total Premium	\$140,298.00
<div></div>	
Payments made previously for this premium payment year (including credits used)	<input type="text" value="\$0.00"/>
+	
Outstanding credit from the prior premium payment year	<input type="text" value="\$0.00"/>
=	
★ <u>Total credit for this plan year</u>	<input type="text" value="\$0.00"/>
<div></div>	
★ <u>Total Premium amount due:</u>	\$140,298.00

[Back](#) [Save and Continue](#)

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Calculate Total Premium

- ▶ My PAA will automatically calculate the Flat-rate Premium and Total Premium before proration and Total Premium after proration (if applicable).
 - If the plan does qualify for proration, you must indicate how many complete and partial months are in the short plan year.
- ▶ To see the formula on how the number was calculated hover over the underlined titles.
- ▶ Once the information verified click on the “Save and Continue” button.
- ▶ To review/update/change previously entered data click the “Back” button, or select the page you'd like to update in the lefthand navigation menu.
 - Note: PBGC suggests to start reviewing/editing from the start of the filing to ensure the validations trigger properly.

Home Page Ask a Question Search... johndoe@g...

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- ✓ I. General Plan Year Information
- ✓ II. Premium Calculations
 - ✓ Flat-Rate Premiums
 - ✓ Calculate Total Premium
- III. Other Filing Details
- IV. Review and Summary

Calculate Total Premium

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

[2020 Premium Instructions](#)

Flat-rate Premium (FRP)	\$18,180.00
★ <u>Total Premium before reflecting proration</u>	\$18,180.00

Does the plan qualify for proration?

☐ Yes
☒ No

★ Total premium \$18,180.00

[Back](#) [Save and Continue](#)

Does the plan qualify for proration?

☒ Yes
☐ No

Number of months (complete and partial) in the short plan year

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Final Filing Information

- ▶ If this is the plan's last filing, you must select a reason as to why the plan is ceasing, as well as the date the reason took place.
 - If cessation of coverage is selected, then you must also provide a brief explanation as to why the plan is ceasing coverage
- ▶ Note: That this information is simply informational. The information provided on this page will not trigger any proration or recalculation of premiums.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review/update/change previously entered data click the “Back” button, or select the page you'd like to update in the lefthand navigation menu.
 - ☞ Note: PBGC suggests to start reviewing/editing from the start of the filing to ensure the validations trigger properly.

The screenshot displays the PBGC Filing Management V2 interface. At the top, there's a navigation bar with 'Home Page', 'Ask a Question', a search bar, and a user profile 'johndoe@g...'. The main heading is 'Filing Management V2' with publication and update timestamps. A left-hand navigation menu lists: 'I. General Plan Year Information', 'II. Premium Calculations', 'III. Other Filing Details', 'Final Filing Information' (highlighted with a blue icon), and 'IV. Review and Summary'. The 'Final Filing Information' section is titled 'Comprehensive Premium Filing for: TEST PENSION PLAN' and includes fields for 'Plan ID: 2371687', 'EIN/PN: 111111111 / 001', and 'Plan Year Commencing: 01/01/2020'. A link for '2020 Premium Instructions' is on the right. A note states that the information is informational and does not trigger proration or recalculation. The form asks 'Is this the plan's last filing?' with 'Yes' selected. It then asks to 'Select the reason that best describes why filing obligation is ceasing' with options: 'Merger', 'Consolidation', 'Distribution pursuant to termination', 'Trusteeship', and 'Cessation of covered status' (selected, indicated by a red arrow). Below this is a date picker for 'Please enter the date of the Cessation of covered status' and a text area for 'Please provide a reason as to why the plan is ceasing coverage' with a 1,000 character limit. At the bottom are 'Back' and 'Save and Continue' buttons, with the latter highlighted by a red rectangle.

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Plan Transfers

- ▶ If the plan has any plan transfers, you must report on this page.
- ▶ If the plan does not have any plan transfers occurring during this plan year, select “No” and click on the “Save and Continue” button.
- ▶ If the plan does have a plan transfer(s) that occurred during this plan year, select “Yes,” and then enter the information accordingly.
 - If more than one transfer occurred, click “Report a Plan Transfer”
 - Note: That this information is simply informational. The information provided on this page will not trigger any proration or recalculation of premiums.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review/update/change previously entered data click the “Back” button, or select the page you'd like to update in the lefthand navigation menu.
 - Note: PBGC suggests to start reviewing/editing from the start of the filing to ensure the validations trigger properly.

The screenshot shows the PBGC Filing Management V2 page. The left navigation menu includes: I. General Plan Year Information, II. Premium Calculations, III. Other Filing Details (selected), Final Filing Information, and IV. Review and Summary. The main content area is titled 'Plan Transfers' and shows 'Comprehensive Premium Filing for: TEST PENSION PLAN' with Plan ID: 2371687, EIN/PN: 111111111 / 001, and Plan Year Commencing: 01/01/2020. A question asks 'Did this plan transfer some, or all assets or liabilities to another plan (or vice versa) since the most recent comprehensive premium filing?' with radio buttons for 'Yes' and 'No'. The 'No' button is selected. At the bottom right, the 'Save and Continue' button is highlighted with a red box.

This screenshot shows the same PBGC Filing Management V2 page, but with the 'Yes' radio button selected for the transfer question. Below the question, instructions state: 'Please provide the following information with respect to the plan to (or from) which assets or liabilities were transferred by clicking "Report a Plan Transfer" below.' A red arrow points to the 'Yes' button. A table for reporting transfers is visible, with columns: Transfer Type, This Plan is the, Transferor EIN/PN, Transferee EIN/PN, and Transfer Date. The 'Report a Plan Transfer' button is at the bottom of the table. At the bottom right, the 'Save and Continue' button is highlighted with a red box.

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Participation & Accrual Freeze

- ▶ If the plan has any participation or accrual freezes, you must report on this page.
- ▶ If the plan does not have any participation or accrual freezes occurring during this plan year, select “No” and click on the “Save and Continue” button.
 - Continue to slide 16.
- ▶ If the plan does have a participation and/or accrual freeze continue to the next slide.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review/update/change previously entered data click the “Back” button, or select the page you'd like to update in the lefthand navigation menu.
 - ☞ Note: PBGC suggests to start reviewing/editing from the start of the filing to ensure the validations trigger properly.

The screenshot displays the PBGC Filing Management V2 interface. At the top, there's a navigation bar with 'Home Page', 'Ask a Question', a search bar, and a user profile 'johndoe@g...'. The main heading is 'Filing Management V2', with publication and update timestamps. A left-hand navigation menu lists steps: I. General Plan Year Information, II. Premium Calculations, III. Other Filing Details, Final Filing Information, Plan Transfers, Participation & Accrual Freeze (highlighted with a blue pencil icon), and IV. Review and Summary (locked). The main content area is titled 'Participation & Accrual Freeze' and shows filing details for 'TEST PENSION PLAN' (Plan ID: 2371687, EIN/PN: 111111111 / 001, Plan Year Commencing: 01/01/2020). A link for '2020 Premium Instructions' is present. Two sections follow: 'Participation Freeze' with the question 'As of the beginning of the premium payment year, is this plan closed to new entrants?' and 'Accrual Freeze' with the question 'As of the beginning of the premium payment year, are the benefit accruals under this plan partially or totally frozen?'. Both sections have radio buttons for 'Yes' and 'No', with 'No' selected in both. At the bottom, there are 'Back' and 'Save and Continue' buttons; the 'Save and Continue' button is highlighted with a red rectangle.

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Participation & Accrual Freeze

- ▶ If the plan had a participation freeze during this plan year, select “Yes,” and provide the date the plan became closed to new entrants.
 - If “Other” is selected, please enter a brief explanation.
- ▶ If the plan had a partial or total accrual freeze during this plan year, select “Yes,” and provide the date the freeze became effective, as well as the reason for the freeze.
 - If “Other” is selected, please enter a brief explanation.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review/update/change previously entered data click the “Back” button, or select the page you'd like to update in the lefthand navigation menu.
 - Note: PBGC suggests to start reviewing/editing from the start of the filing to ensure the validations trigger properly.

Home Page Ask a Question Search... johndoe@g...

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- ✓ I. General Plan Year Information
- ✓ II. Premium Calculations
- ✎ III. Other Filing Details
- ✓ Final Filing Information
- ✓ Plan Transfers
- ✎ **Participation & Accrual Freeze**
- 🔒 IV. Review and Summary

Participation & Accrual Freeze

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

[2020 Premium Instructions](#)

Participation Freeze

As of the beginning of the premium payment year, is this plan closed to new entrants?

☒ Yes
☐ No

Please enter the date the plan became closed to new entrants

mm dd yyyy

Accrual Freeze

As of the beginning of the premium payment year, are the benefit accruals under this plan partially or totally frozen?

☒ Yes
☐ No

Please enter the date the freeze became effective

mm dd yyyy

Please select the option that best describes the nature of the freeze

☒ Other (Enter Explanation)
☐ For all participants, both pay and service are frozen
☐ For some participants, both pay and service are frozen
☐ For all participants, service is frozen and pay is not
☐ For some participants, service is frozen and pay is not

Explanation
Maximum of 300 characters

Back Save and Continue

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Risk Transfer Activity

- ▶ If the plan provided one or more lump sum windows or purchased any annuities prior to the plan year, you must report the activity on this page.
- ▶ If the plan does not have any risk transfer activity to report, select “No” and click on the “Save and Continue” button.
 - Continue to slide 18.
- ▶ If the plan does have risk transfer activity to report, continue to the next slide.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review/update/change previously entered data click the “Back” button, or select the page you'd like to update in the lefthand navigation menu.
 - ☞ Note: PBGC suggests to start reviewing/editing from the start of the filing to ensure the validations trigger properly.

The screenshot displays the PBGC Filing Management V2 interface. At the top, there's a navigation bar with 'Home Page', 'Ask a Question', a search bar, and a user profile 'johndoe@g...'. The main heading is 'Filing Management V2' with publication and update timestamps. A left-hand navigation menu lists steps: I. General Plan Year Information, II. Premium Calculations, III. Other Filing Details, Final Filing Information, Plan Transfers, Participation & Accrual Freeze, Risk Transfer Activity (highlighted with a blue pencil icon), and IV. Review and Summary. The 'Risk Transfer Activity' section is titled 'Comprehensive Premium Filing for: TEST PENSION PLAN' and shows 'Plan ID: 2371687' and 'EIN/PN: 111111111 / 001'. It asks 'Did the plan provide one or more lump sum windows during the prior premium payment year?' with 'No' selected. Another question asks 'Did the plan purchase annuities for a group of participants during the prior premium payment year?' with 'No' selected. A 'Back' button is at the bottom left, and a 'Save and Continue' button is at the bottom right, highlighted with a red rectangle. A link for '2020 Premium Instructions' is also visible.

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Risk Transfer Activity

- ▶ If the plan provided one or more lump sum windows prior to the plan year, select “Yes,” and provide the following:
 - Number of participants that were in pay status and were not in pay status that were eligible to elect lump sum.
 - Of those eligible, the number that elected lump sum.
- ▶ If the plan purchased annuities prior to the plan year, select “Yes,” and provide the following:
 - Number of participants in pay status and not in pay status when the annuity was purchased.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review/update/change previously entered data click the “Back” button, or select the page you'd like to update in the lefthand navigation menu.
 - ☞ Note: PBGC suggests to start reviewing/editing from the start of the filing to ensure the validations trigger properly.

Home Page Ask a Question Search... johndoe@g...

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- ✓ I. General Plan Year Information
- ✓ II. Premium Calculations
- ✓ III. Other Filing Details
- ✓ Final Filing Information
- ✓ Plan Transfers
- ✓ Participation & Accrual Freeze
- ✓ Risk Transfer Activity**
- IV. Review and Summary

Risk Transfer Activity

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

[2020 Premium Instructions](#)

Did the plan provide one or more lump sum windows during the prior premium payment year?

☒ Yes ☐ No

Please report the number of participants eligible to elect a lump sum under all such windows and the number of participants who elected a lump sum

Participants not in pay status when lump sum was offered:

Eligible to elect lump sum

Elected lump sum

Participants in pay status when lump sum was offered:

Eligible to elect lump sum

Elected lump sum

Did the plan purchase annuities for a group of participants during the prior premium payment year?

☒ Yes ☐ No

Please report the number of participants for whom an annuity was purchased:

Participants in pay status when annuity was purchased

Participants not in pay status when annuity was purchased

Back Save and Continue

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Disaster Relief

- ▶ If the plan qualifies for relief due to a natural disaster, as reported by the IRS, you must report that information on this page.
- ▶ If the plan does not qualify for disaster relief, select “No” and click on the “Save and Continue” button.
- ▶ If the plan does qualify for disaster relief, select “Yes” and select the appropriate disaster.
 - If anyone other than the Plan Admin was the person affected by the disaster selected above, please enter their contact information in the fields provided.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review/update/change previously entered data click the “Back” button, or select the page you'd like to update in the lefthand navigation menu.
 - ☞ Note: PBGC suggests to start reviewing/editing from the start of the filing to ensure the validations trigger properly.

Home Page Ask a Question Search... johndoe@g...

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- ✓ I. General Plan Year Information
- ✓ II. Premium Calculations
- ✓ III. Other Filing Details
- ✓ Final Filing Information
- ✓ Plan Transfers
- ✓ Participation & Accrual Freeze
- ✓ Risk Transfer Activity
- ✓ Disaster Relief
- IV. Review and Summary

Disaster Relief

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

[2020 Premium Instructions](#)

Is this filing subject to an extended due date per PBGC's disaster relief announcement?

☐ Yes
☒ No

[Back](#) [Save and Continue](#)

Is this filing subject to an extended due date per PBGC's disaster relief announcement?

☒ Yes
☐ No

Note: You will not see codes in this list where the applicable Disaster Relief period has already passed or have not yet been reflected in our system. Please select the "Other" option if you would like to indicate a code which is not available in the list of values

Please select the identifying number of the applicable IRS Disaster Relief News Release

Is the plan administrator's address in the disaster area covered by the applicable IRS News Release?

☐ Yes
☒ No

Please provide the following information as it relates to the person affected by the disaster:

Contact Name Contact Role

Address 1:

Address 2:

Country: City: State: Zip Code:

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

- Upon completion of the draft filing, you will have to select the checkbox to certify the information on the filing is accurate, and that you wish to proceed with the filing certifications.
- A list of filing team members with roles that correspond with the next filing status will appear.
 - Filings with variable-rate premium (VRP) information will display associated Actuaries
 - Filings without VRP information will display associated Payment Preparers.
 - Filings without VRP information or Premium Amount due will display associated Plan Administrators and Plan Administrators Reps, and you can select/deselect members
- Any filing team member that is selected will receive an automated email from My PAA indicating that their action is required on the associated filing.
- If any data needs to be reviewed again or any updates need to be made:
 - Use the “Back” or “Return to Beginning of Filing” button.
 - Use the navigation bar on the left to quickly go to the desired page.

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 10/18/2021 03:37 PM

- ✓ I. General Plan Year Information
- ✓ II. Premium Calculations
- ✓ III. Other Filing Details
- ✓ IV. Review and Summary
- ✓ **Filing Details Review**

Filing Details Review

Please review the Filing Summary information below.

Filing SummaryFiling Receipt

If you have completed the preparation of this filing, please select the checkbox below. You will then be presented with a list of filing team members, based on their roles, who can be notified of the next action for this filing. After you have confirmed any notifications, select the "Proceed to Certifications" button. Once you proceed, any changes to filing data can be made via the "Edit Draft" button from the Filing Details page.

If any draft filing changes are needed at this time, navigate back to make the desired updates, then return to this Summary page.

If you would prefer to save your progress and return at a later time to complete this draft filing, select "Exit".

The Summary Information for this filing is the following:

- Plan Name: Test Plan
- EIN/PN: Unknown / Unknown
- Filing ID: 503745
- PYC 01/01/2023

☒ I understand that by selecting this checkbox, I am indicating to PBGC that I have prepared this filing accurately and completely and that I am electing to proceed to filing certifications.

Next Filing Status After Proceeding to Certifications: Pending Actuary Approval

The list of filing team members below have the Actuary role needed for the next action for this filing. Please select who you would like to notify. Team members with a greyed out checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article ["Disable Automated Filing Status Emails"](#).

Notify?	First Name	Last Name	Email Address
<input checked="" type="checkbox"/>	PBGC	EXAMPLE	pbgcexample@pbgc.gov
<input type="checkbox"/>	TEST	TEST	invalid.invalid@pbgc.gov.testing
<input checked="" type="checkbox"/>	TEAM	MEMBER	pbgc_39907@pbgc.com.invalid

BackProceed to Certifications

Return to Beginning of FilingExit

This section will appear once the checkbox is selected, and the list will correspond with the next filing action

Pension Benefit
Guaranty Corporation

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How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Details Page

- ▶ Once you have certified your filing successfully you will be directed to the Filing Details Page.
- ▶ Please note that this filing has not been sent to the PBGC yet. Action by the Payment Preparer and the Plan Admin/Plan Admin Rep are required.
 - For more information and step-by-step guidance, please view the [“How to Certify, Approve and Submit a Filing”](#) demo.

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

PBGC 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](#)

[Return to Plan Details](#)

Filing Details Page

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD OUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	test

Filing Progress: **PENDING PAYMENT INFO**

Draft Started
First Last Name
04/26/2024 12:33 PM EDT

Draft Completion
First Last Name
05/01/2024 09:57 AM EDT
[Edit Draft](#)

Payment Option Selection
[Select Payment Option](#)

Administrator Certification

Filing Submission to PBGC

Filing Details

Filing ID	PYC	Amount Due	Submitted Date
505201	05/01/2021	\$ 10,750.00	___

This premium filing is currently in **PENDING PAYMENT INFO** status. A payment option must be selected to proceed. As the Payment Preparer, select the **SELECT PAYMENT OPTION** button to indicate a payment option for this filing, including choosing to pay outside of My PAA. As the Filing Preparer, select the **EDIT DRAFT** button to edit the filing data. Please note, this action will revert the filing's status back to Draft and any completed certifications will be removed. If you do not have the roles listed above and would like to request them, please see instructions on [How to Manage Roles](#).

Filing Attachments

[+ Add Attachment](#)

[Filing Summary](#)
[Filing Receipt](#)
[Payment Voucher](#)
[Cancel Filing](#)

Create New / Add Existing Plan Plan List In-Process Filings Upload or Import Filings View Upload History