How to Submit a Request to PBGC: Other Requests & Correspondence (My PAA)

Last Updated: September 7th, 2021
How to Submit Other Requests & Correspondence

Login

- From the Home Page, click on the "Log in or Sign up" button to log in.
- Enter your Username into the field labeled username on the My PAA log in pop-up
- Enter your Password into the field labeled "Password."
- Click on the "Log in" button.
Plan List Page

- Once you have logged in, 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.
How to Submit Other Requests & Correspondence

Plan Details Page

- Below the “PLAN ADMIN DETAILS” button, click on the “Submit Request” link.

Plan Details

- **Plan ID**: 728175
- **Plan Name**: TEST AND SERVICES PENSION PLAN
- **EIN**: 953174837  **PN**: 002
- **Plan Status**: Active

Plan Effective Date: 01/01/1987
Coverage Date: 01/01/1987
Adoption Date: N/A
Plan Sponsor: AIRBUS U.S. Space & Defense, Inc.
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 (continue to slide 18).

- Once you have selected the appropriate request, click the “Next” button.
Submit Request Page
Other Request & Correspondence

- Select the “Other Requests & Correspondence” radio button and click on the “Next” button.
- This option is available to respond to any correspondence that may have been received from the PBGC, request a premium-related action from the PBGC, or you may simply provide informational material to the PBGC pertaining to your plan.
Submit Request Page

Other Request & Correspondence

- Select the request type you are submitting to the PBGC.
  - Response to “Statement of Account”
  - Response to “Past Due Filing Notice”
  - Response to ERISA 4071 Penalty Assessment
  - Response to “Notice of Filing Error”
  - Other Correspondence – PBGC response required
  - Other correspondence – No PBGC response required
  - Request re: Lookback Rule
  - Submit Pre-2014 Paper Filings / 2020 CSEC

- After you have selected the request type you are submitting to the PBGC, scroll down to input more information, which is continued on the next slide.
Submit Request Page

Other Request & Correspondence

- You can add additional attachments to your request.
  - You may upload multiple files.
  - PDF, Microsoft Word and/or Excel files are accepted.
  - File may not exceed 10MB individually and 50MB in total.
- You may provide additional comments with your request. Comments may not exceed 400 characters.
- Although the attachment(s) and comments are optional, please provide one or the other, so the PBGC Premium Customer Support staff can better assist you with your needs.
- Once all the fields have been completed, click the “Next” button.
How to Submit Other Requests & Correspondence

Submit Request Page

Other Request & Correspondence

- Summary of your request will display based on the input from the previous screen.
- Please ensure the information is accurate, then click the “Submit” button.
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 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.