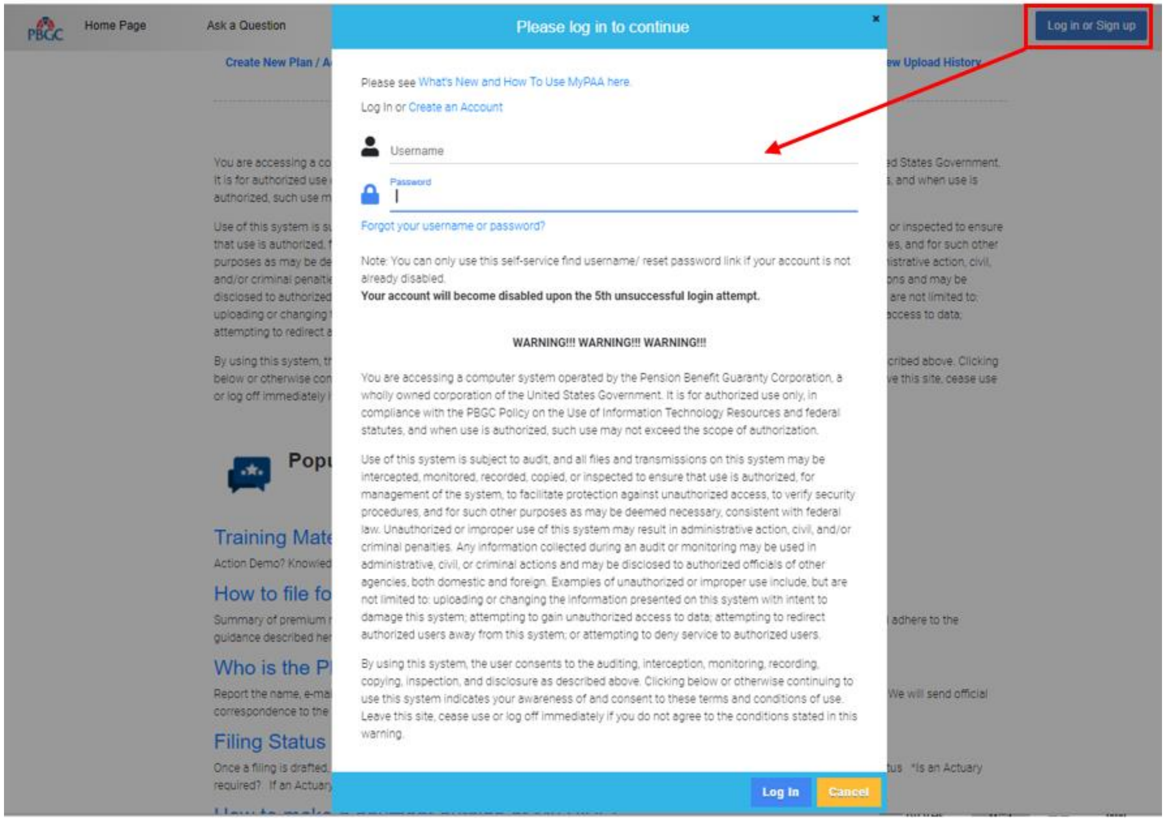
How to Submit a Request to PBGC: Other Requests & Correspondence (My PAA)

Last Updated:
September 7th, 2021

How to Submit Other Requests & Correspondence

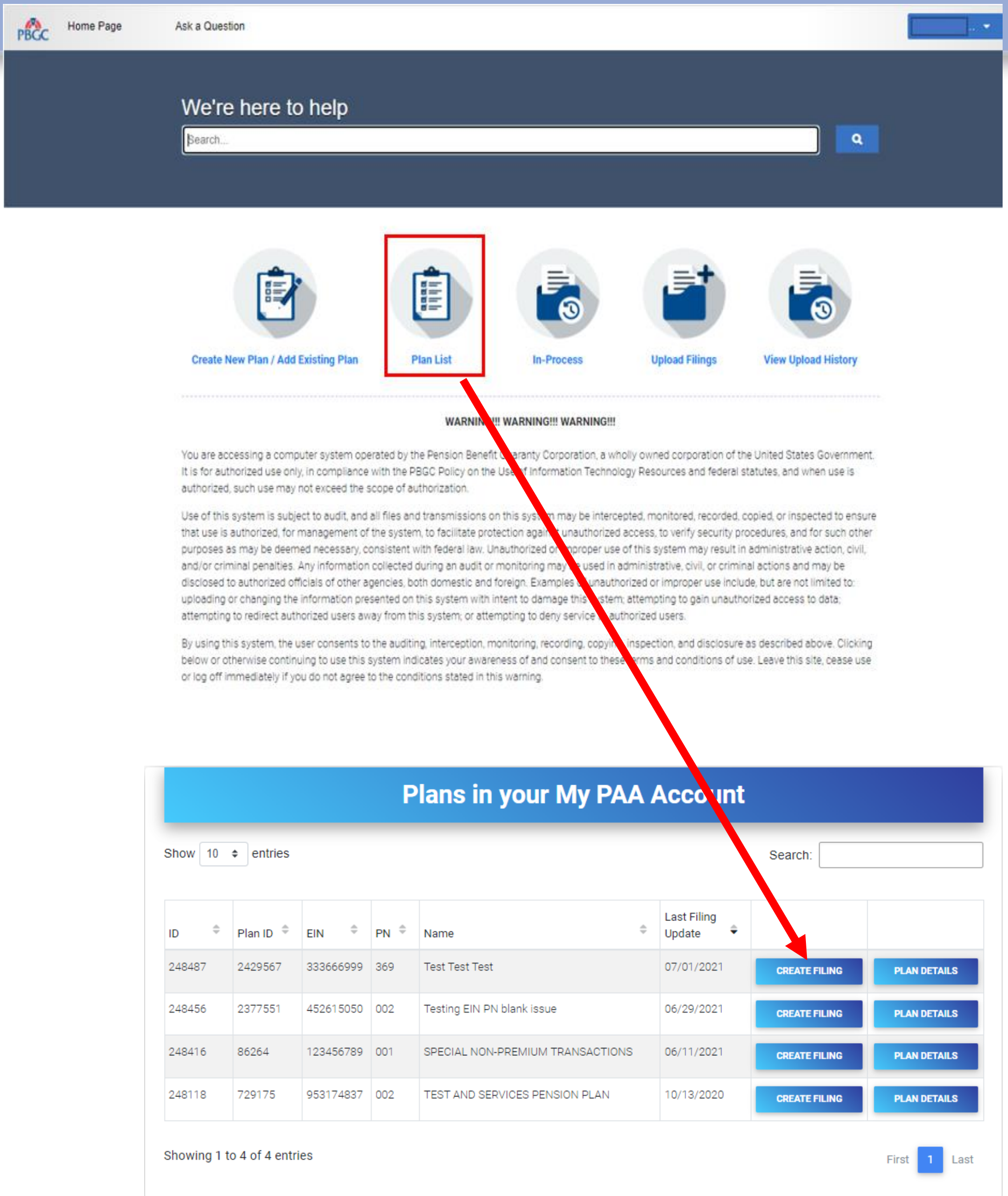
Login

- 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



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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: 729175
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.

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:

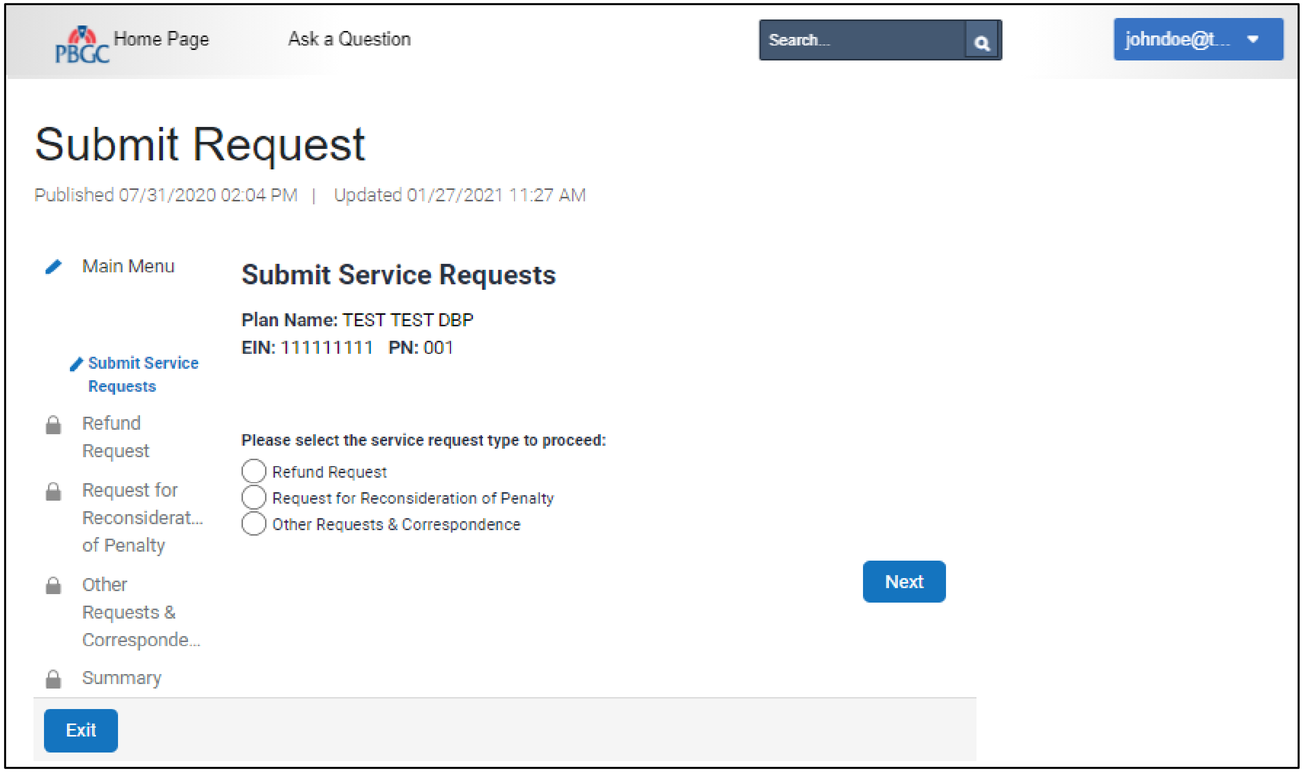
Filing ID	PYC	Submit Date	Status			
419336	01/01/2017		Pending Payment Info	FILING DETAILS	FILING RECEIPT	
419335	01/01/2018	09/07/2021	Submitted/Pending Processing	FILING DETAILS	FILING RECEIPT	AMEND
419334	01/01/2019		Draft	FILING DETAILS	FILING RECEIPT	
419333	01/01/2020		Pending Actuary Approval	FILING DETAILS	FILING RECEIPT	

How to Submit Other Requests & Correspondence

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.

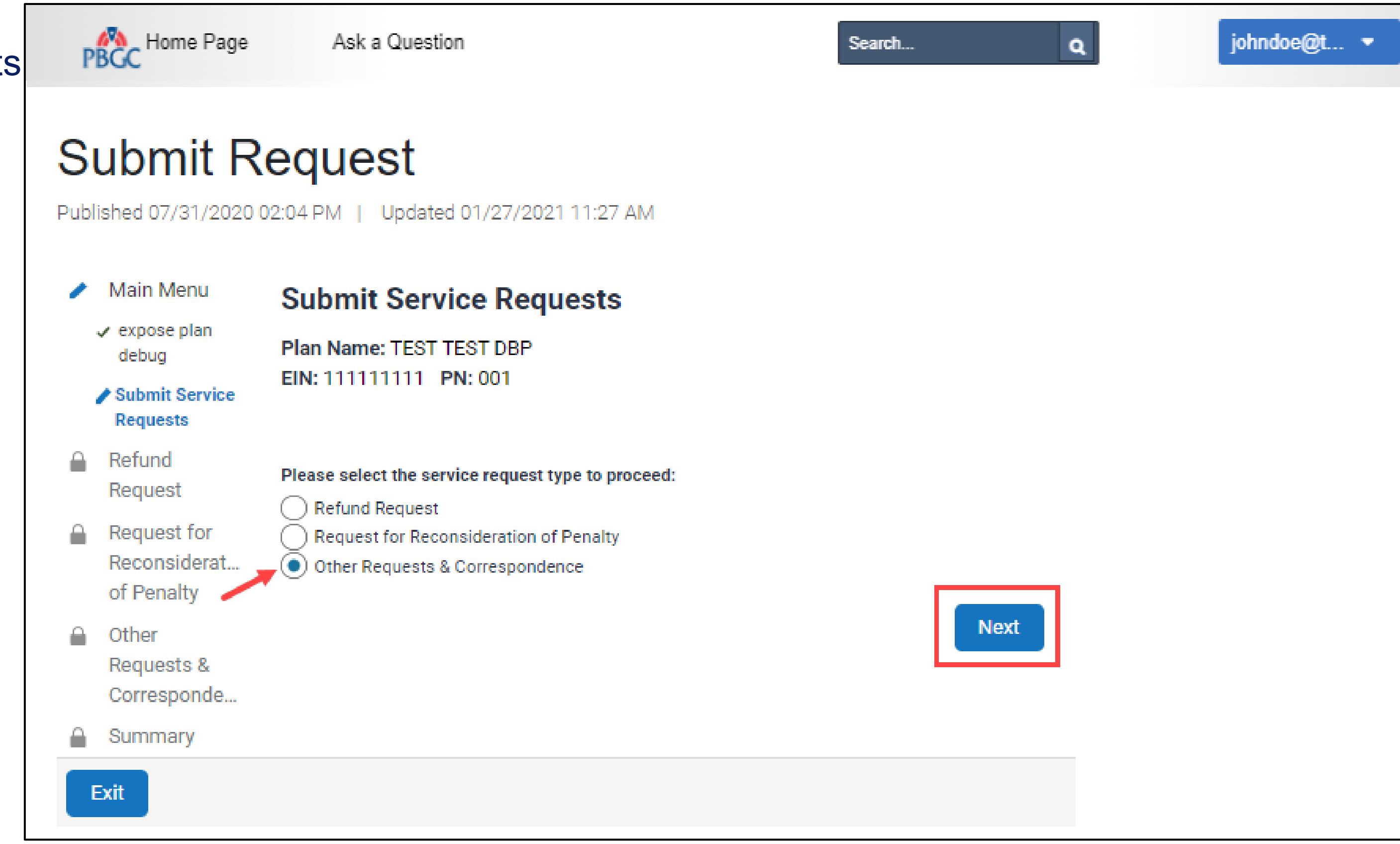


How to Submit Other Requests & Correspondence

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.

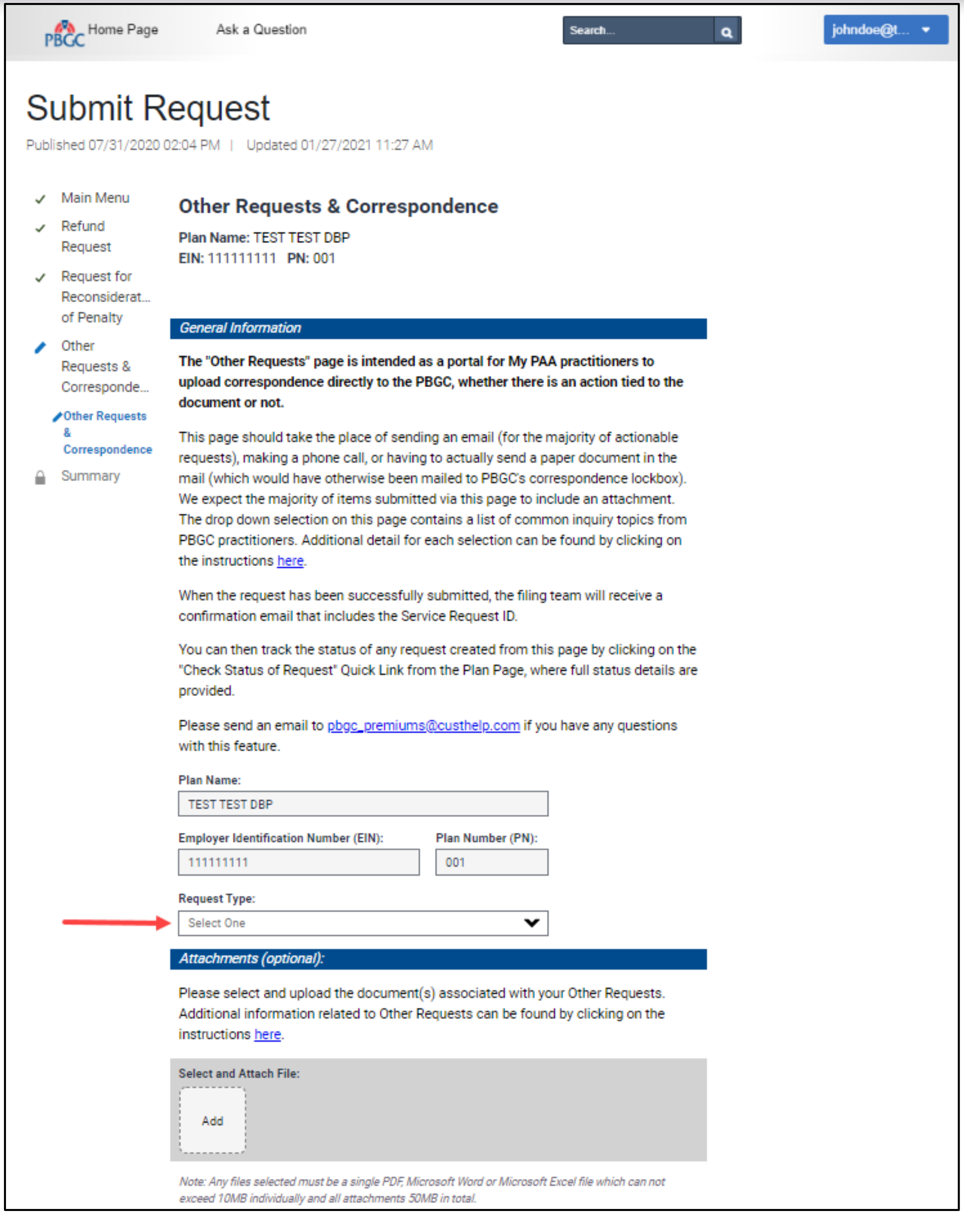


How to Submit Other Requests & Correspondence

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.



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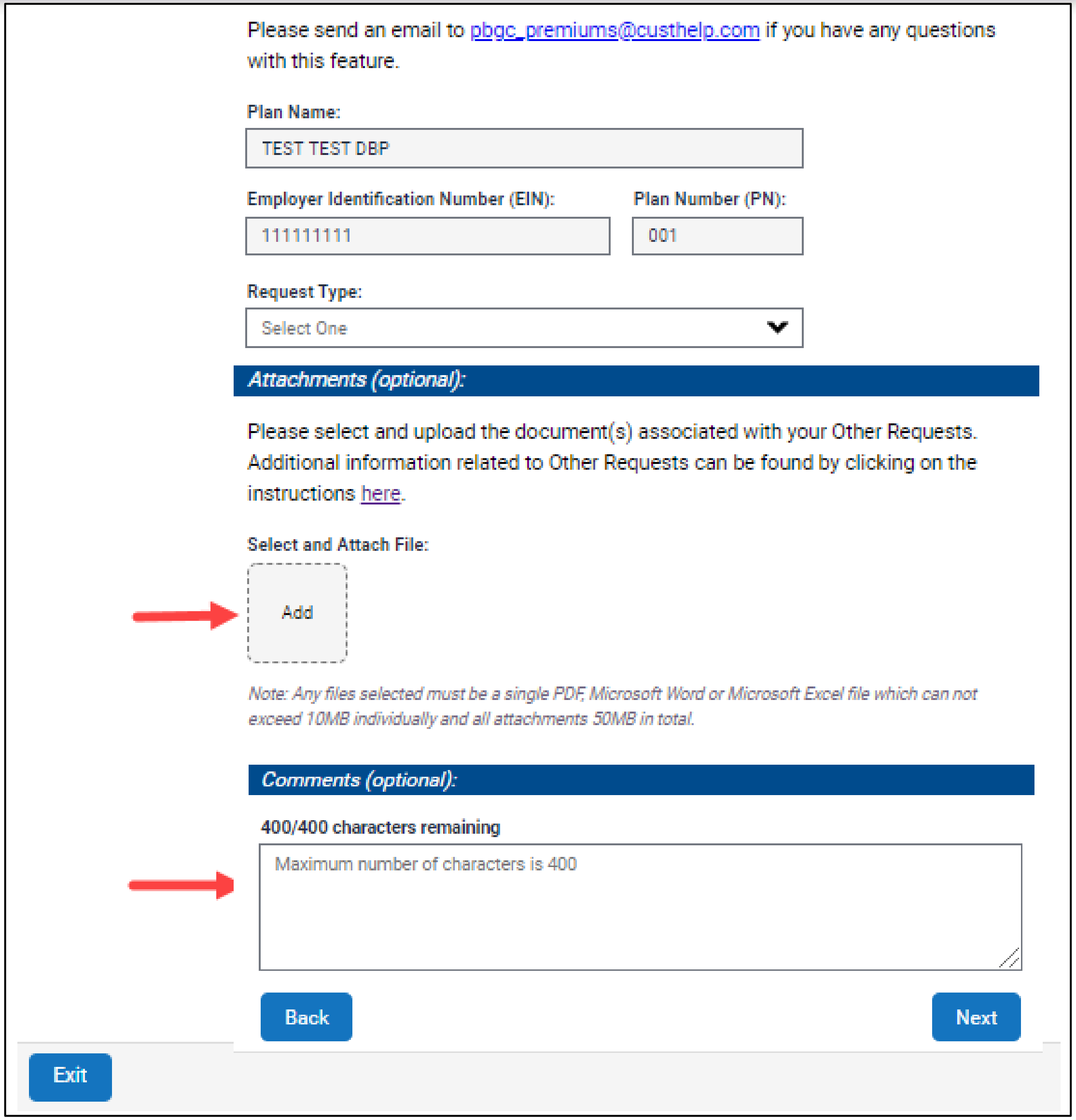
Submit Request Page

Other Request & Correspondence

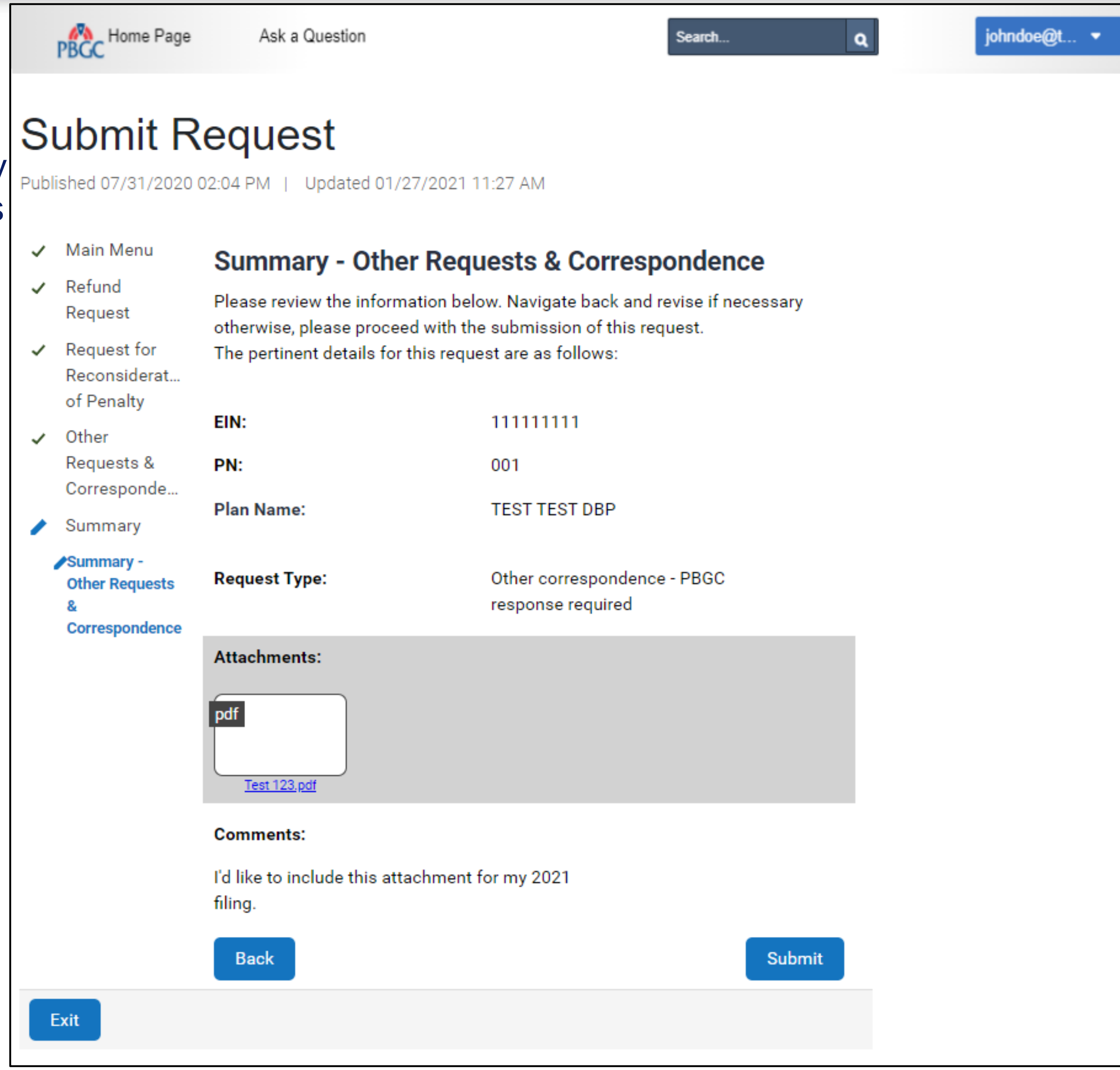
- You can add additional attachments to your request.
  - You may upload multiple files.
  - PDF, Microsoft Word and/or Excel files are accepted.
  - File may not exceed 10MB individually and 50MB in total.
- You may provide additional comments with your request. Comments may not exceed 400 characters.
- 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.



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.



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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.