

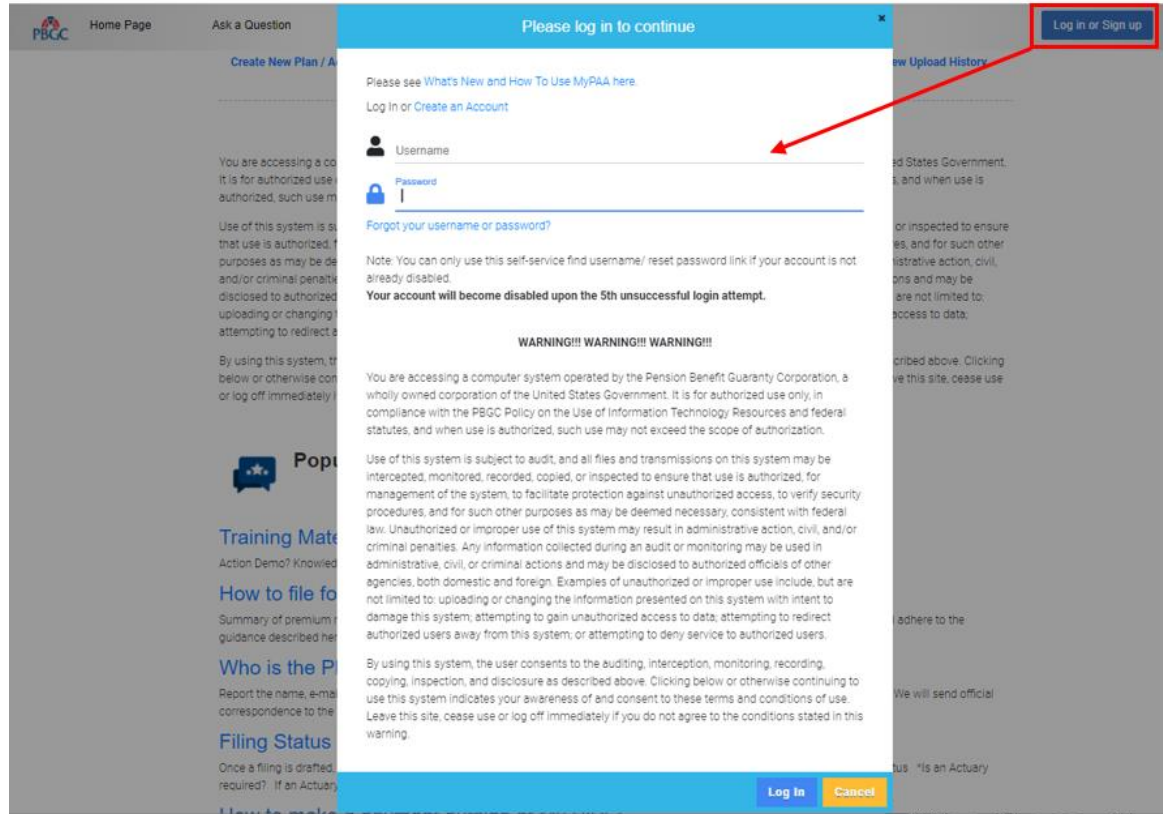
# How to Submit a Request to PBGC: Penalty RFR Request (My PAA)

Last Updated:  
September 7<sup>th</sup>, 2021

# How to Submit a Request for Reconsideration (RFR)

## 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.



# How to Submit Other Requests & Correspondence

## 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



**WARNING!!! WARNING!!! WARNING!!!**

You are accessing a computer system operated by the Pension Benefits Guaranty Corporation, a wholly owned corporation of the United States Government. It is for authorized use only, in compliance with the PBGC Policy on the Use of Information Technology Resources and federal statutes, and when use is authorized, such use may not exceed the scope of authorization.

Use of this system is subject to audit, and all files and transmissions on this system may be intercepted, monitored, recorded, copied, or inspected to ensure that use is authorized, for management of the system, to facilitate protection against unauthorized access, to verify security procedures, and for such other purposes as may be deemed necessary, consistent with federal law. Unauthorized or improper use of this system may result in administrative action, civil, and/or criminal penalties. Any information collected during an audit or monitoring may be used in administrative, civil, or criminal actions and may be disclosed to authorized officials of other agencies, both domestic and foreign. Examples of unauthorized or improper use include, but are not limited to: uploading or changing the information presented on this system with intent to damage this system; attempting to gain unauthorized access to data; attempting to redirect authorized users away from this system; or attempting to deny service to authorized users.

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### Plans in your My PAA Account

Show 10 entries Search:

ID	Plan ID	EIN	PN	Name	Last Filing Update		
248487	2429567	333666999	369	Test Test Test	07/01/2021	<a href="#">CREATE FILING</a>	<a href="#">PLAN DETAILS</a>
248456	2377551	452615050	002	Testing EIN PN blank issue	06/29/2021	<a href="#">CREATE FILING</a>	<a href="#">PLAN DETAILS</a>
248416	86264	123456789	001	SPECIAL NON-PREMIUM TRANSACTIONS	06/11/2021	<a href="#">CREATE FILING</a>	<a href="#">PLAN DETAILS</a>
248118	729175	953174837	002	TEST AND SERVICES PENSION PLAN	10/13/2020	<a href="#">CREATE FILING</a>	<a href="#">PLAN DETAILS</a>

Showing 1 to 4 of 4 entries First 1 Last

# 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



[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 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 (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.

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

## Submit Request

Published 07/31/2020 02:04 PM | Updated 01/27/2021 11:27 AM

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

**Submit Service Requests**

Plan Name: TEST TEST DBP  
EIN: 111111111 PN: 001

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

### 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 valid penalty charged to a plan, and you should only submit an RFR once a Statement of Account (SOA) has been received by the plan.

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

## Submit Request

Published 07/31/2020 02:04 PM | Updated 01/27/2021 11:27 AM

**Submit Service Requests**

Plan Name: TEST TEST DBP  
EIN: 111111111 PN: 001

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

### 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, 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.



# 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.

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

## Submit Request

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- ✓ Main Menu
- ✓ Refund Request
- ✓ Request for Reconsiderat... of Penalty
- ✓ Other Requests & Corresponden...
- ✎ 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:** 111111111  
**PN:** 001  
**Plan Name:** TEST TEST DBP

**PYC & Penalty Amount:**

01/01/2020	\$100.00
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**Attachments:**

pdf  
[Test 123.pdf](#)

**Comments:** ABC! \$123 testing this RFR form.

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

[Exit](#)





# 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.

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

## Submit Request

Published 07/31/2020 02:04 PM | Updated 01/27/2021 11:27 AM

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

### Confirmation

Your Request for Reconsideration of accrued penalty has been successfully submitted.

**Plan Details:**  
**Plan Name:** TEST TEST DBP  
**EIN/PN:** 11111111/001

To check the status of this request click on the 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](mailto: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: TTY/TDD users may call the Federal Relay Service toll-free at 1-800-877-8339 and ask to be connected to 1-800-736-2444.

[Back to Plan Details](#)