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

Last Updated:
September 7th, 2021
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
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**: 725175
- **Plan Name**: TEST AND SERVICES PENSION PLAN
- **EIN**: 955174837  **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.

Create Filing

- Submit Request

Manage Roles
- Check Status of Request

Account History
- View Correspondence

Payment Voucher

Premium Filings

<table>
<thead>
<tr>
<th>Filing ID</th>
<th>PYC</th>
<th>Submit Date</th>
<th>Status</th>
<th>Filings</th>
<th>Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>415336</td>
<td>01/01/2017</td>
<td></td>
<td>Pending Payment Info</td>
<td>Filing Details</td>
<td>Filing Receipt</td>
</tr>
<tr>
<td>419335</td>
<td>01/01/2018</td>
<td>09/07/2021</td>
<td>Submitted/Pending Processing</td>
<td>Filing Details</td>
<td>Filing Receipt</td>
</tr>
<tr>
<td>415334</td>
<td>01/01/2019</td>
<td></td>
<td>Draft</td>
<td>Filing Details</td>
<td>Filing Receipt</td>
</tr>
<tr>
<td>416333</td>
<td>01/01/2020</td>
<td></td>
<td>Pending Actuary Approval</td>
<td>Filing Details</td>
<td>Filing Receipt</td>
</tr>
</tbody>
</table>
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

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.
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.
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.
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.