How To Submit a Payment to PBGC
My Plan Administration Account (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.
Once you have logged in, click on the “Plan List” icon or link from the Home Page.

From the “Plan Details” link for the plan you would like to generate a payment voucher for.
How to Submit a Payment

Plan Details Page

- After you have selected the appropriate plan, review all the associated filings in the Premium Filings section.

- Then click the “FILING DETAILS” button for the filing you want to submit a payment for.
  - Note: You can only make a payment for a filing if it is in “Pending Payment Info” status, and you must have the Payment Preparer role.
  - If you do not have the Payment Prepare role, please see the “How to Manage Roles” demo for further details.
  - If you are making a payment outside of My PAA, you can generate a Payment Voucher by clicking on the “Payment Voucher” link.
Plan Details and Filing Details Page

- Click on the “Select Payment Option” button.

Plan Details

<table>
<thead>
<tr>
<th>Plan ID:</th>
<th>Plan Name:</th>
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<table>
<thead>
<tr>
<th>EIN: PN:</th>
<th>Plan Status:</th>
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Plan Effective Date:

<table>
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<tr>
<th>Coverage Date:</th>
<th>Adoption Date:</th>
<th>Plan Sponsor:</th>
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Filing Task History

- Draft Started: YUN FENG ZHU
- Draft Completed: YUN FENG ZHU
- Actuary Approval: YUN FENG ZHU
- Payment Option Selection
- Administrator Certification
- Filing Submission to PBGC

Filing Details

All screen prepared filings follow this sequential status order:

Create Filing > Draft > Pending Actuary Approval (if required) > Pending Payment Info > Pending Admin Approval > Submitted

Please view the Filing Task History at the bottom of this page to review any actions already taken on this filing.

This premium filing is currently in Pending Payment Info status. To review all of the reported data for this filing, including any filing data warnings, please select the Filing Summary button or view the draft version of the filing via the Filing Receipt button (right side). If you have the Payment Preparer role for this Plan, select the "Select Payment Option" button to indicate a payment option for this filing, including choosing to pay "outside" of My PAA. Filing Coordinators can edit team member roles via the Manage Roles link from the Plan Details page.

My PAA Filing ID: 419336

PYC: 01/01/2017

Amount Due: $ 45,497.00

Filing Status: Pending Payment Info
There are two different payment options available to the Payment Preparer

- Pay Within My PAA: Enter your banking information online and authorize PBGC to deduct the specified amount from your ACH account. This transaction will occur once the Comprehensive Premium Filing is submitted.
- Pay Outside My PAA: Elect to making a payment to PBGC via Pay.Gov, EFT or paper check.
How to Submit a Payment

Submit a Payment Within My PAA

- The Flat-rate Premium, Premium Credit and Premium Amount Due will be displayed as calculated on the Comprehensive Premium Filing.

- The following fields are required before proceeding:
  - Payment Amount (numeric value only)
  - Account Holder Name
  - Account Type (Checking or Savings)
  - Routing Number (must be 9 digits)
  - Confirm Routing Number
  - Bank Account Number (minimum 3 digits)
  - Confirm Bank Account Number
  - Bank Name

- Bank Name will automatically be generated based on the Routing number. If not generated, the field is displayed for data entry.

- Once all fields have been completed, and the authorize banking transaction checkbox has been selected, click the “Next” button to proceed to the Summary Page.
How to Submit a Payment

Submit a Payment Within My PAA

- A Payment Summary will be displayed to allow you to ensure the information provided on the previous screen is accurate.
  - If the payment information is incorrect, click the “Back” button to return to the previous screen and make the appropriate changes.
  - If the payment information is correct, enter your Secret Answer to the Secret Question, and click the “Authorize Payment” button.

- Once you authorize the payment, note that funds will not be deducted from your account until the filing has been submitted (i.e., after the Plan Admin/Plan Admin Rep has approved both the filing and payment information).
How to Submit a Payment

Submit a Payment Within My PAA

- A confirmation screen will appear once you have successfully authorized the funds.
- The filing status will then be changed to “Pending Admin Approval,” which you can view on the Filing Details Page.
Submit a Payment Outside of My PAA

- You will not provide any banking information to PBGC in My PAA, rather you will confirm that you will be using an authorized payment method outside of My PAA (i.e., Pay.gov, EFT or paper check).
  - For further information and instructions on how to use the methods mentioned above, please visit PBGC’s website.
- Once you have confirmed this is the plan’s preferred payment method, click the “Submit” button to proceed to the Summary Page.
Submit a Payment Outside of My PAA

- A confirmation screen will appear once you have successfully confirmed your payment method.
- The filing status will then be changed to “Pending Admin Approval,” which you can view on the Filing Details Page.
As mentioned previously, if you have selected to submit the premium payment outside of My PAA but did not print the payment voucher while submitted the filing, you can access it in two locations of My PAA.

1. The Plan Details Page
2. The Filings Detail Page

Select the “Payment Voucher” link below the PLAN CONTACT DETAILS button.
How to Submit a Payment

Payment Voucher from Plan Details Page

- Once you confirm the plan information is accurate on the Plan Payment Voucher page, click the “Submit” button.
- Then you will be brought to the Payment Voucher page with the link to access the PDF of the payment voucher for this particular plan.
It is important to note that only the EIN and PN will be populated in the Payment Voucher PDF. Once the PDF is printer or saved/downloaded, you will be able to add the additional fields.

1. Make the check payable to the "Pension Benefit Guaranty Corporation"

2. Enter the plan’s EIN, PN, Plan Year Commencement Date (if these are not already present), and the amount of your check on this voucher.

3. Send this voucher and check to one of the following addresses:

   By United States Postal Service:  
   Pension Benefit Guaranty Corporation  
   P.O. Box 979120  
   St. Louis, MO 63197-9000

   OR  
   Overnight Delivery (e.g. FedEx, UPS, DHL):  
   U.S. Bank Government Lockbox  
   Attn: PBGC #979120  
   1005 Convention Plaza  
   St. Louis, MO 63101  
   Phone: 1-800-736-2444

   EIN: 111111111  
   PN: 111

Plan Year Commencement Date:  
Check Amount:  
My PAA Confirmation Number:  
Due Date:  

Please write the plan’s EIN/PN and Plan Year Commencement Date on the paper check in case the check becomes separated from the voucher.

Alternatively, you also have the option to make an electronic payment on Pay.gov. The preferred Pay.gov option is fast, secure and free for premium payers!
Payment Voucher from Filing Details Page

- Click on the “FILING DETAILS” button (from the Plan Details page) for the corresponding plan year/filing you would like to generate a Payment Voucher for.

- On the Filing Details Page, click on the “Payment Voucher” button.

How to Submit a Payment

Plan Details
Plan ID: 729175
Plan Name: TEST AND SERVICES PENSION PLAN
EIN: 963174857  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.

Filing Task History

09/07/2021 01:18 PM  Draft Started
09/07/2021 01:18 PM  Draft Completed
09/07/2021 01:20 PM  Actuary Approval
09/07/2021 03:28 PM  Pay Outside
09/07/2021 03:28 PM  Administrator Certification
09/07/2021 03:29 PM  Filing Submission to PBGC

Filing Details
All screen prepared filings follow this sequential status order:
Create Filing > Draft > Pending Actuary Approval (if required) > Pending Payment Info > Pending Admin Approval > Submitted

Please view the Filing Task History at the bottom of this page to review any actions already taken on this filing.

This premium filing is currently in Pending Admin Approval status. To review all of the reported data for this filing, including any filing data warnings, please select the Filing Summary button or view the draft version of the filing via the Filing Receipt button (right side). If you are an authorized Plan Administrator or PA Rep for this Plan, and have either of those Plan Administrator roles, select the “Certify / Return for Edit” button to record your decision to certify the filing or return this premium filing for updates. Once you certify and submit from the pop-up, the filing will be submitted to the PBGC.

If any changes are needed to the filing before certification, you must click “Return for Edit” from the pop-up screen and then select “Filing” as the Return Reason to route the filing back to Draft status. If you want to edit the selected payment details, click “Return for Edit” and choose ‘Payment’ as the Return Reason to route the filing back to Pending Payment Info status.

Filing Coordinators can edit team member roles via the Manage Roles link from the Plan Details page.

My PAA Filing ID: 419336  PYC: 01/01/2017

Amount Due: $45,497.00  Filing Status: Pending Admin Approval

Payment Option: Outside My PAA

Payment Voucher
How to Submit a Payment

Payment Voucher from Filing Details Page

- Confirm the plan and filing information are accurate and enter the due date for the premium payment.
  - The amount to be paid will automatically default to the “Premium Amount Due,” but you can change the amount if that is not the amount being submitted with the Payment Voucher.
- Click the “Submit” button and then click on the “Payment Voucher” link on the next page.
Payment Voucher from Filing Details Page

- Unlike the Payment Voucher from the Plan Details Page, all the fields will be automatically populated with the information that was confirmed on the previous pages.

1. Make the check payable to the "Pension Benefit Guaranty Corporation"

2. Enter the plan’s EIN, PN, Plan Year Commencement Date (if these are not already present), and the amount of your check on this voucher.

3. Send this voucher and check to one of the following addresses:

   By United States Postal Service:  
   Pension Benefit Guaranty Corporation  
   P.O. Box 979120  
   St. Louis, MO 63197-9000

   OR  
   Overnight Delivery (e.g. FedEx, UPS, DHL):  
   U.S. Bank Government Lockbox  
   Attn: PBGC #979120  
   1005 Convention Plaza  
   St. Louis, MO 63101  
   Phone: 1-800-736-2444

EIN: 111111111  
PN: 111  
Plan Year Commencement Date: 01/01/2019  
Check Amount: $29,920.00  
My PAA Confirmation Number: 212108  
Due Date: 10/15/2019

Alternatively, you also have the option to make an electronic payment on Pay.gov. The preferred Pay.gov option is fast, secure and free for premium payers!