

**My Plan Administration Account (My PAA)  
Submit a Request:  
Penalty RFR or Refund**



# Submit a Request: Penalty RFR or Refund

## My PAA Login Page

- Enter your User ID into the field labeled “User ID” on the My PAA login page.
- Enter your Password into the field labeled “Password”.
- Select the button labeled “Login”.


### My PAA Login


Welcome to My Plan Administration Account (My PAA), where you can electronically submit pension plan premium filings and payments to PBGC.

#### What's New and How to Use My PAA

- [What's New for Practitioners](#): Premium filings for plan year 2015 may now be submitted.
- [What's New in My PAA](#)
- [Password Rules](#)
- [More about My PAA](#): e-filing options, payment options, FAQs, Tips, Users Manual, etc.

 **User ID:**

 **Password:**  (Case Sensitive)



[Forgot your User ID?](#)   [Forgot your Password?](#)

[New users click here to sign up.](#)

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# Submit a Request: Penalty RFR or Refund

## Launch Page

- You are now logged into My PAA.
- If the Launch Page overlaid on top of your Home Page is displayed, select the “Go to a Plan’s Page” link in the Returning Users section.
  - ❖ The All Plans in your Account Page will be displayed (Slide 5).
- If the Home Page is displayed, go to the slide 4.

Note: The Launch Page is intended to help you initiate the premium related tasks. If you prefer not to see this page when you login, check the “Do not show this page at login” box and select “Close”.

**My PAA (My Plan Administration Account) Launch Page**

What do you want to do in My PAA (PBGC's premium e-filing application)?

Select the link(s) below to go to the section of the screens to initiate the tasks shown.

**Shortcuts:**

- [Review In-Process Filing\(s\)](#)
- [Create a Filing](#)
- [Import a Filing](#)
- [Upload a Filing](#)
- [Go to Home Page](#)
- [Go to a Plan's Page](#) (e.g., to review an Account History or Submit a Request)
- [Update or Deactivate My PAA Account](#)

**Filing Coordinators:**

- [Add a Plan](#)
- [Add a Practitioner](#)
- [Remove a Practitioner](#)
- [Change a Practitioner's Permissions](#)

**Additional Resources:**

- [Helpful Links](#)
- [Demo: Create a Comprehensive filing for Single-employer plan](#)
- [Demo: Create a Comprehensive filing for Multiemployer plan](#)
- [Demo: Review Plans and Correspondence in Your Account](#)
- [Demo: Submit Request, Penalty RFR or Refund](#)

Do not show this page at login

Close

# Penalty RFR or Refund Request

## From the Home Page

- You can review up to 10 plans in alphabetical order in the Plans in your Account section. If necessary, select the “View all Plans” link to see all of your Plans (Slide 5).
- Select the appropriate plan name from the “Plan Name” column in the Plans in your Account section.
  - ❖ The Plan Page will be displayed (Slide 6).

Note 1: You can search and sort the columns to find a particular plan.

Note 2: The Menu Bar on the top of every My PAA screen can be used to easily access other pages, e.g., the Launch Page and Help information.

**My PAA** v 15.1.0.26  
**Welcome, Jack Black!**

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Home Page Where's my filing? Print this Page

**Quick Links**

- Add Plan
- Create Filing
- Import Filing
- Upload Filing

**Right Now**

- 5 Filings Count (In-Process)
- 5 You Hold
- 0 Others Hold
- 5 Plans Count

**In-Process Filings** View all In-Process Filings > Instructions

[Clear Sort](#)

Filing	Last Routed	Plan Name	EIN/PN	Held By
2015 Comprehensive		My Retirement Plan	88-8888888 / 750	Jack Black
2015 Comprehensive	04/07/2015	Retirement Plan 4	55-6666666 / 777	Jack Black
2015 Comprehensive		Retirement Plan1	11-2222222 / 123	Jack Black
2015 Comprehensive		Retirement Plan2	22-3333333 / 444	Jack Black
2015 Comprehensive		Retirement Plan3	44-5555555 / 777	Jack Black

**Plans in Jack Black's Account** View all Plans > Instructions

Plan Name / EIN  [Search](#) [Clear Search](#)

Plan Name	EIN/PN	Actions
Retirement Plan 4	55-6666666 / 777	<a href="#">Create a Filing</a> <a href="#">Invite a Practitioner</a>
Retirement Plan1	11-2222222 / 123	<a href="#">Create a Filing</a> <a href="#">Invite a Practitioner</a>
Retirement Plan2	22-3333333 / 444	<a href="#">Create a Filing</a> <a href="#">Invite a Practitioner</a>
Retirement Plan3	44-5555555 / 777	<a href="#">Create a Filing</a> <a href="#">Invite a Practitioner</a>
Retirement Plan5	88-8888888 / 750	<a href="#">Create a Filing</a> <a href="#">Invite a Practitioner</a>

**Import Software-Prepared Filing(s)** Instructions

Transfer filing data into My PAA editing screens for review and submission for any plan(s) in your account.

[Import Filing\(s\)](#)

# Submit a Request: Penalty RFR or Refund

## From the All Plans in Your Account Page

- Select the appropriate plan in the “Plan Name” column.
- The “Plan Page” will be displayed (Slide 6).
- Plans are typically displayed in the Active Plans section.
- You have the option to move a plan to the Archived Plans section (e.g., if the plan is rarely used) by checking the box for the plan and clicking the “Move to Archived Plans” button.
- To return the plan to the Active Plans section, check the box for the plan and click the “Move to Active Plans” button.

Note: You can search and sort the columns to find a particular plan within the Active and Archived Plans sections.

### All Plans in Jack Black's Account

[Instructions](#)

[Print this page](#)

**Active Plans**

Plan Name / EIN

Plan Name ^	EIN/PN	Actions	View Account History
<input type="checkbox"/> Retirement Plan 1	10-4104104 / 001	<input type="button" value="Create a Filing"/>	<input type="button" value="Account History"/> <input type="checkbox"/>
<input type="checkbox"/> Retirement Plan 2	44-4555222 / 001	<input type="button" value="Create a Filing"/>	<input type="button" value="Account History"/> <input type="checkbox"/>
<input type="checkbox"/> Retirement Plan 3	44-4777888 / 001	<input type="button" value="Create a Filing"/>	<input type="button" value="Account History"/> <input type="checkbox"/>
<input type="checkbox"/> Retirement Plan 4	55-6666666 / 777	<input type="button" value="Create a Filing"/>	<input type="button" value="Account History"/> <input type="checkbox"/>

**Archived Plans**

Plan Name / EIN

Plan Name ^	EIN/PN	Actions	View Account History
<input type="checkbox"/> Retirement Plan 5	10-2102102 / 001	<input type="button" value="Create a Filing"/>	<input type="button" value="Account History"/> <input type="checkbox"/>
<input type="checkbox"/> Retirement Plan 6	65-0425084 / 002	<input type="button" value="Create a Filing"/>	<input type="button" value="Account History"/> <input type="checkbox"/>
<input type="checkbox"/> Retirement Plan 7	10-3103103 / 001	<input type="button" value="Create a Filing"/>	<input type="button" value="Account History"/> <input type="checkbox"/>
<input type="checkbox"/> Retirement Plan 8	74-2980802 / 231	<input type="button" value="Create a Filing"/>	<input type="button" value="Account History"/> <input type="checkbox"/>

# Penalty RFR or Refund Request

## Plan Page

### ➤ Quick Links:

- ❖ Select the Quick Link for “Submit a Request”.

### Select one of the following links:

- ❖ The “Penalty RFR” link to request reconsideration of accrued penalty (see Slide 7).
- ❖ The “Premium Refund” link to request a refund only by the PA/PA Rep (see Slide 9).



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## Plan Page

[Instructions](#)

[Print this Page](#)

### Quick Links

- Premium Filings
- Plan Practitioners
- Plan Correspondence
- Submit a Request ▾**
  - Penalty RFR
  - Premium Refund (PA/PA Rep Only)
  - Other Requests & Correspondence
- Check Status of Request

### Plan Information

Retirement Plan 4 – 55-6666666 / 001

Plan Sponsor:	Plan Administrator:	Plan Contact:
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Note: The information displayed here is the most up-to-date information that PBGC has on record for this plan. For instructions on how to update this information (outside the premium filing process) call the PBGC Contact Center at 1-800-736-2444. TTY/TDD users may call the Federal relay service at 1-800-877-8339 and ask to be connected.

### Account History

Account History [Account History](#)

There will be a delay between when the filing is submitted and when it shows in the Account History. Due to the delay, this Account History may not include your most recent filing.

[About Account Histories](#)

# Submit a Request: Penalty RFR or Refund

## ➤ Request for Reconsideration:

- ❖ Complete the requested information for the RFR (e.g., PYC and penalty amount).
- ❖ Add additional PYCs and penalty amounts, if appropriate.
- ❖ Select and upload a PDF document if desired, not to exceed 15MB.
- ❖ Enter any optional Comments, not to exceed 2000 characters.
- ❖ Select the “Next” button to go to the RFR Summary Page.



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### Penalty Request for Reconsideration (RFR)

[> Instructions](#)

**Note:**

Please refer to the Initial Determination Letter (IDL) you received for more information about how to request reconsideration. If you do not have the IDL, please contact the Premium Customer Service Center. Details can be found by clicking on the Instructions link above.

EIN: 205684875

PN: 001

Plan Year Commencement Date (PYC)	Penalty Amount
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="ex. 1,111"/>

Add Additional PYC

Please select and upload the PDF document associated with your Request for Reconsideration of accrued penalty. Additional information related to Reconsideration Requests can be found by clicking on the above *Instructions* link.

**Attachment (optional):**

Select File:

Note: Any file selected must be a single PDF file which cannot exceed 15MB.

**Comments (optional):**

2000/2000 characters remaining

(Maximum number of characters is 2,000)



# Submit a Request: Penalty RFR or Refund

## ➤ Request for Reconsideration:

- ❖ View a summary of the information entered/selected.
- ❖ Select the “Back” button to make any changes or the Cancel button to delete the request.
- ❖ Select the “Submit” button to submit the RFR to PBGC.
- ❖ Receive confirmation that the RFR has been successfully submitted.
- ❖ Select the appropriate link to logout of My PAA or to go to another page (e.g., the Home Page).



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### Penalty Request for Reconsideration (RFR) Summary

EIN:	041471660
PN:	001
PYC & Penalty Amount:	11/1/2016: \$5,465.00
Attachment:	N/A
Comments:	N/A

[< Back](#) [Cancel](#) [Submit](#)



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### Confirmation

[Print this Page](#)

Your Request for Reconsideration of accrued penalty has been successfully submitted. The Service Request Number (SR#) listed below has been created to track the request.

**SR#: 489155**

**EIN/PN: 041471660/001**

If you have any questions about the status of this request, please send an email to [premiums@pbgc.gov](mailto:premiums@pbgc.gov) 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 and the SR# 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.

[Go to Plan Page](#)

[Go to Home Page](#)

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Protecting America’s Pensions



# Submit a Request: Penalty RFR or Refund

## ➤ Request for Refund:

- ❖ Complete the requested information for the Refund Request (e.g., PYC and refund amount).
- ❖ Add additional PYCs and refund amounts, if appropriate.
- ❖ Enter mailing address and refund option information.
- ❖ Select and upload a PDF document if desired, not to exceed 15MB.
- ❖ Enter any optional Comments, not to exceed 2000 characters.
- ❖ Select the “Next” button to go to the Premium Refund Request Summary Page.



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### Premium Refund Request [> Instructions](#)

EIN: 087864321 PN: 750

Plan Year Commencement Date (PYC)	Requested Premium Refund Amount
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="ex. 1,111"/>

Add Additional PYC

Please complete the following Mailing Address information for ALL refund requests. Please note that if a requested ACH refund cannot be completed (which infrequently occurs), the refund will be issued by check using this information. For additional details, click on the above [Instructions](#) link.

Please note that the Department of Treasury may reduce the amount of the refund to offset any past-due amounts you owe to another Federal agency. See 28 U.S.C. § 6402(d)(1).

Payee Name: Retirement Plan 4

Mailing Address:

Attn To:

Country:

Address 1:

Address 2:

City:  State:  Zip:

Refund Option:  I want a refund by ACH (No Fed wires)

Account Holder Name:

Select Account Type:

Routing Number:  (9 digits)

Confirm Routing Number:  (9 digits)

Account Number:  (Up to 17 digits)

Confirm Account Number:  (Up to 17 digits)

Bank Name:

I want a refund by mailed check (the payee name & mailing address will be used)

Attachment (optional):

Select File:

Note: Any file selected must be a single PDF file which cannot exceed 15MB.

Comments (optional):

2000/2000 characters remaining

(Maximum number of characters is 2,000)

# Submit a Request: Penalty RFR or Refund

## ➤ Request for Refund:


- ❖ View a summary of the information entered/selected.
- ❖ Select the “Back” button to make any changes or the Cancel button to delete the request.
- ❖ Select the “Submit” button to submit the Refund Request to PBGC.
- ❖ Receive confirmation that the Request for Refund has been successfully submitted.
- ❖ Select the appropriate link to logout of My PAA or to go to another page (e.g., the Home Page).



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### Premium Refund Request Summary

EIN:	041471660
PN:	001
PYC & Requested Refund Amount:	11/1/2016: \$789.00
Payee Name:	Retirement Plan 4 NEWBURYPORT
Mailing Address:	Attn To: Bill Nye 123 Test Way Arlington, TX 12345 US
Refund Method Selected:	Mailed Check
Attachment:	N/A
Comments:	N/A

[< Back](#) [Cancel](#) [Submit](#) 

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### Confirmation

 Print this Page

Your Premium Refund Request has been successfully submitted. The Service Request Number (SR#) listed below has been created to track the request.

**SR#: 489157**  
**EIN/PN: 041471660/001**

If you have any questions about the status of this request, please send an email to [premiums@pbgc.gov](mailto:premiums@pbgc.gov) 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 and the SR# 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.

[Go to Plan Page](#) [Go to Home Page](#)