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**Estimated Premium Payment Instructions**  
**Pension Benefit Guaranty Corporation**

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To All Plan Administrators:

Enclosed are instructions for plans that are required to pay estimated flat-rate premiums to the Pension Benefit Guaranty Corporation (PBGC) for the 2008 plan year (i.e., plans that were required to pay premiums for 500 or more participants for the 2007 plan year). The inflation-adjusted per-participant flat-rate premium for 2008 is **\$31** for single-employer plans and **\$8** for multiemployer plans.

While the filing requirements for the estimated flat-rate premium have changed little, there are many changes to other PBGC premium filing requirements, particularly with respect to the variable rate premium, as a result of the Pension Protection Act of 2006 (PPA 2006) and amendments to the premium regulations. These changes are described in PBGC's new "Comprehensive Premium Payment Instructions" for 2008, which will be available on the Practitioners Page of PBGC's Web site ([www.pbgc.gov](http://www.pbgc.gov)).

To help with the transition to the new PPA 2006 requirements, we have provided information on our Web site. To view online information on PPA 2006 and other premium-related information, go to the Practitioners Page and click on the applicable link, e.g., "What's New," "Online premium filing (My PAA)," and "Premium forms and instructions."

Starting with 2009 — the third year electronic premium filing is required for all plans — premium instructions will no longer be mailed to practitioners unless specifically requested. Premium instructions will continue to be available on our Web site and within PBGC's e-filing application, My Plan Administration Account (My PAA).

For all premium-related inquiries, please call our toll-free practitioner number, 1-800-736-2444, and select the "premium" option, or e-mail us at [premiums@pbgc.gov](mailto:premiums@pbgc.gov). If you have a complaint about the service you have received or still need assistance after calling our practitioner number, please contact our Problem Resolution Officer at 1-800-736-2444, ext. 4136 (202-326-4136 for local calls) or by e-mail at [practitioner.pro@pbgc.gov](mailto:practitioner.pro@pbgc.gov).

Charles E. F. Millard  
Interim Director  
Pension Benefit Guaranty Corporation

## CONTACTS

1. PBGC's Web site ([www.pbgc.gov](http://www.pbgc.gov)) contains pension plan information of interest to plan administrators and practitioners, such as electronic premium filing, current and prior premium filing booklets, frequently asked questions, interest rates, regulations, etc. This information can typically be accessed via the Practitioners Page. The "What's New" section of the Practitioners Page provides information on recent events (e.g., disaster relief).
2. Submit **electronic premium filings** (including electronic amended filings) through "My Plan Administration Account" ("My PAA") on PBGC's Web site. Access My PAA information via the Practitioners Page and follow instructions about how to use My PAA for submitting premium payments.
3. For a **paper premium filing** (if exempt from mandatory e-filing):

- a. If you send your filing via the **U.S. Postal Service** (regular or certified mail), address it to:

Pension Benefit Guaranty Corporation  
Dept. 77430  
P.O. Box 77000  
Detroit, MI 48277-0430

- b. If you send your filing by **delivery service**, address it to:

Pension Benefit Guaranty Corporation  
JPMorgan Chase Bank, N.A.  
9000 Haggerty Road  
Dept. 77430  
Mail Code MI1-8244  
Belleville, MI 48111

- c. If you are paying by **check**, write the EIN/PN and the date the Premium Payment Year commenced (PYC) on the check and include your check with the paper filing.

- d. If you are paying by **electronic funds transfers** (ACH or Fedwire) — make the transfer to:

JPMorgan Chase Bank, N.A.  
ABA: 071000013  
Account: 656510666  
Beneficiary: PBGC  
Reference: "EIN/PN: XX-XXXXXXX/XXX  
PYC: MM/DD/YY"

Report the EIN/PN and the date the Premium Payment Year commenced (PYC) in the payment ID line of the electronic funds transfer in the format "EIN/PN: XX-XXXXXXX/ XXX PYC: MM/DD/YY." Since we process these payments electronically, strict adherence to this format is required for accurate and timely application of your payment. Any deviation from the prescribed format may result in our sending you a bill for premium, interest, and penalty if our automated system cannot apply your payment.

4. For all **premium-related correspondence (other than submitting a paper filing), including requests for exemption** from the requirement to file electronically, premium filing questions (for electronic or paper filings), requests for instructions, address changes, requests for refunds (that are not submitted with premium filings), and requests for reconsideration of premium penalty assessments:

- a. If you send your correspondence via the **U.S. Postal Service** (regular or certified mail), address it to:

Pension Benefit Guaranty Corporation  
Dept. 77840  
P.O. Box 77000  
Detroit, MI 48277-0840

- b. If you send your correspondence by **delivery service**, address it to:
- Pension Benefit Guaranty Corporation  
JPMorgan Chase Bank, N.A.  
9000 Haggerty Road  
Dept. 77840  
Mail Code MI1-8244  
Belleville, MI 48111
- c. Call: 1-800-736-2444 or 202-326-4242 (Note - requests for exemptions from e-filing requirement cannot be made by phone.)
- d. Fax: 202-326-4250
- e. E-mail: **premiums@pbgc.gov**
5. For current interest rate information:
- a. Call: 202-326-4041
- b. See: Interest Rate section in top left corner of the Practitioners Page of PBGC's Web site.
6. For assistance on coverage determination or plan termination:
- a. Call: 1-800-736-2444 or 202-326-4242
- b. E-mail: **standard@pbgc.gov**
- c. Write to:
- Pension Benefit Guaranty Corporation  
Insurance Program Department  
Technical Assistance Branch  
1200 K Street, NW  
Washington, DC 20005-4026
7. If you have a complaint about the service you have received or still need assistance after calling our practitioner telephone numbers listed in items 4 and 6 (1-800-736-2444 or 202-326-4242), please contact the Problem Resolution Officer (Practitioners):
- a. Call: 1-800-736-2444, ext. 4136, or 202-326-4136
- b. E-mail: **practitioner.pro@pbgc.gov**
- c. Write to:
- Pension Benefit Guaranty Corporation  
Financial Operations Department  
Problem Resolution Officer (Practitioners)  
1200 K Street, NW  
Washington, DC 20005-4026
8. For questions about our Premium Compliance Evaluation Program:
- a. Call: 1-800-736-2444, ext. 6309, or 202-326-4161, ext. 6309
- b. E-mail: **pce@pbgc.gov**
9. For software developers requesting approval of XML files produced by private-sector software for use in My PAA, follow submission instructions on PBGC's Web site ([www.pbgc.gov](http://www.pbgc.gov)).

TTY/TDD users may call the Federal relay service toll-free at 1-800-877-8339 and ask to be connected to any telephone number.

**Note:** We cannot accept collect calls.

**Note:** PBGC filing addresses may change from time to time. Use the most current addresses, even for prior year filings (such as amended filings). The addresses on this page will be valid at least through June 30, 2010.

## **Pension Benefit Guaranty Corporation**

### **Customer Service Plan for Plan Administrators**

#### **What is Our Mission?**

The Pension Benefit Guaranty Corporation (PBGC) encourages a stable, adequately funded system of private pension plans and provides responsive, timely, and accurate services to participants in insured plans, plan administrators, plan sponsors, and other pension practitioners.

#### **Who Are Our Customers and What Services Do We Provide?**

As a plan administrator of a pension plan that pays premiums to PBGC, you are one of PBGC's principal customers. In administering the premium collection program, we:

- Collect premiums from covered plans;
- Issue annual premium instructions;
- Answer questions from plan administrators, plan sponsors, and other practitioners about premium payments;
- Process premium-related requests, including requests for refunds and administrative changes;
- Issue past due filing notices and statements of account (premium invoices), as appropriate;
- Make decisions on requests for reconsideration of agency determinations in the premium administration area.

Of course, our dealings with plan administrators, plan sponsors, and other pension practitioners go beyond premium collections. Should a defined benefit pension plan terminate, as either a standard or a distress termination, you have dealings with PBGC to bring the case to closure.

#### **Our Service Pledge**

Our customers deserve our best effort as well as our respect and courtesy.

On the first call from you, our customer, we will say —

- what we can do immediately and what will take longer,
- when it will be done, and
- who will handle your request.

In addition,

- We will call you if anything changes from what we first said, give you a status report and explain what will happen next.
- We will have staff available from 8:00 a.m. - 5:00 p.m. Eastern Time to answer your calls. If you leave a message, we will return the call within one workday.
- We will acknowledge your letter within one week of receipt.

#### **Survey Results and Service Improvement Efforts** *[Note: This may change based on more recent survey results.]*

The most recent customer satisfaction survey of premium filers shows increased satisfaction with our service and the lowest-ever level of practitioner complaints. We are pleased with this improvement, but also note that you would like us to continue to improve both customer care and the timeliness of premium refunds, two areas we will continue to focus on.

Our new premium accounting system is expected to contribute to faster resolution of questions and timelier invoices and notices (e.g., statements of account). We also expect premium e-filing via My PAA (My Plan Administration Account) to contribute to more accurate and timely filings, plan account histories, and notices. We are pleased to note that those of you who e-filed in 2006 gave positive ratings for "ease of making a premium filing" similar to those who used paper filings. We hope that our efforts will mean a positive experience for you whenever and however you interact with PBGC. We continue to seek ways to make our processes more responsive to the needs of the practitioner community. If you have any comments, questions or complaints, please contact us by telephone, fax or e-mail at one of the numbers or addresses listed in the CONTACTS section, item 4.

### **Paperwork Reduction Act Notice**

We need this information to identify the plan and plan year for which an estimated premium is paid to the Pension Benefit Guaranty Corporation (PBGC) pursuant to Title IV of the Employee Retirement Income Security Act of 1974 (ERISA) and PBGC's premium regulations (29 CFR Parts 4006 and 4007). You are required to give us this information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection of information under control number 1212-0009. Confidentiality is that provided by the Privacy Act and the Freedom of Information Act.

The estimated burden associated with the preparation and submission of an estimated premium filing is one and one-half hours (for filings done in-house) or \$413 (for filings contracted out). (PBGC assumes that 95 percent of the burden of making estimated premium filings is contracted out.) These burden estimates are an average for the plans that make this filing. The actual burden will vary depending on the circumstances of a given plan.

If you have comments concerning the accuracy of these burden estimates or suggestions for making the form or the electronic filing process simpler, please send your comments to:

Pension Benefit Guaranty Corporation  
Legislative & Regulatory Department  
1200 K Street, NW  
Washington, DC 20005-4026

### **Help Us Post Your Premium Filings Promptly And Accurately**

**Electronic filing is required for premium filings for the 2008 plan year.** (PBGC may grant exemptions from the e-filing requirement for good cause in appropriate circumstances.) Electronic filing using the My Plan Administration Account (My PAA) application that is on PBGC's Web site means your filing is posted faster and more accurately. Information about e-filing your premiums is included in this booklet (see p. 12).

In addition, please remember:

- A. Do NOT combine the premiums for two or more plans into one payment.**
- B. Include EIN/PN and PYC on all payments and correspondence.**
- C. If you file electronically and pay by paper check, use the voucher that is generated during the e-filing process. (PBGC does not generate vouchers for batch uploads.)**
- D. Send correspondence to the correspondence addresses in the CONTACTS section, item 4.**
- E. Notify PBGC of EIN/PN changes. EIN/PN changes should be reported in your premium filing.**

## 2008 PBGC ESTIMATED FLAT-RATE PREMIUM FILING INSTRUCTIONS for LARGE PLANS

**The rules for estimated flat-rate premium filings have not changed since 2007. However, there have been many changes to other rules related to PBGC premium filings as a result of the Pension Protection Act of 2006 and amendments to the premium regulations. PBGC's new "Comprehensive Premium Filing Instructions" for 2008 contain a detailed description of the changes and the new rules. That document will be available on the Practitioners Page of PBGC's Web site ([www.pbgc.gov](http://www.pbgc.gov)).**

### **Introduction**

This booklet describes the information that must be reported for a plan paying an estimated flat-rate premium.

Payment of premiums to the Pension Benefit Guaranty Corporation (PBGC) is required by sections 4006 and 4007 of the Employee Retirement Income Security Act of 1974 (ERISA), and PBGC's premium regulations (29 CFR Parts 4006 and 4007). Every covered plan under ERISA section 4021 must pay premiums each year. There are two kinds of annual premiums: the flat-rate premium, which applies to all plans, and the variable-rate premium, which applies only to single-employer plans.

### **Applicability**

A plan that was required to pay premiums for 500 or more participants for the plan year preceding the premium payment year must pay the flat-rate premium early in the premium payment year. This booklet applies only to plans that meet this criterion. (New and newly covered plans do not pay an estimated premium — see the 2008 Comprehensive Premium Filing Instructions.)

Because the participant count often is not available until later in the premium payment year, we permit filers to make estimated flat-rate premium filings. In addition, we do not assess late payment penalties (note that interest is assessed) for estimates that are too low if they meet "safe harbor" requirements, discussed below.

### **Electronic Filing Required**

Electronic filing is mandatory for all premium filings.

There are three ways to submit your premium filing electronically:

- You can use data entry and editing screens in the "My Plan Administration Account" ("My PAA") application on PBGC's Web site ([www.pbgc.gov](http://www.pbgc.gov)) to create the filing and submit it electronically to PBGC.
- You can use compatible private-sector software to draft a filing and then import it into My PAA's data entry and editing screens for review, certification, and submission to PBGC.

- You can use compatible private-sector software to create the filing and then upload it directly to PBGC via the My PAA application.

If you owe a premium payment, you can submit your payment electronically via My PAA. My PAA provides three payment alternatives (Automated Clearing House (ACH), internet check, and credit card). To pay via My PAA, you complete the requested information (e.g., bank routing number and bank account number). On the other hand, if you prefer, you can pay by electronic funds transfer (i.e., “Fedwire” or ACH payment) outside of My PAA or mail a paper check.

Electronic premium filing procedures are described in more detail beginning on p. 12 of this booklet. PBGC’s Web site has full details and filing instructions.

To sign up for, or review information about, My PAA, go to PBGC’s Web site ([www.pbgc.gov](http://www.pbgc.gov)), select Practitioners Page, and then click on “Online premium filing (My PAA).” If you have questions, please send an e-mail to [premiums@pbgc.gov](mailto:premiums@pbgc.gov) or call our toll-free practitioner number, 1-800-736-2444, and select the “premium” option.

### **Exemption From the E-Filing Requirement**

PBGC may grant an exemption from the requirement to file electronically for good cause in appropriate circumstances. PBGC will weigh each request for exemption on the basis of the particular facts and circumstances presented. To provide PBGC adequate time to review and respond to an exemption request, the request should be submitted as early as possible, preferably at least 60 days before the filing due date. Addresses for exemption requests (and for questions regarding exemption requests) are in item 4 under the CONTACTS section.

If you receive an exemption from electronic filing, you must use the PBGC Form 1-ES to submit your estimated flat-rate premium information. Forms may be downloaded from PBGC’s Web site. Requests for forms also may be made as described in item 4 under the CONTACTS section.

If for some reason an exemption request is not submitted before the filing due date and a paper filing is made, an exemption request must accompany the paper filing.

Failure to comply with the electronic filing requirement without an exemption is subject to penalty under ERISA section 4071.

### **When To File**

An estimated flat-rate premium filing and payment generally must be made by the last day of the second full calendar month in the plan year.<sup>1</sup> (For the first full plan year following a change in plan year, the filing due date is 30 days following the date on which a plan amendment changing the plan year was adopted, if later.)

If your due date would fall on a weekend or Federal holiday, your premium filing will be considered timely if you file by the next business day.

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<sup>1</sup> Technically, the due date for the estimated flat-rate premium filing is the last day of the second full calendar month following the close of the plan year preceding the premium payment year. In situations involving a short plan year, the due date may not fall “in the plan year.”

The 2008 deadlines for estimated flat-rate premium filings are shown in the following table.

2008 Premium Payment Year Begins	Estimated Filing Due Date
1/1/2008	02/29/2008
01/02 - 02/01/2008	03/31/2008
02/02 - 03/01/2008	04/30/2008
03/02 - 04/01/2008	06/02/2008*
04/02 - 05/01/2008	06/30/2008
05/02 - 06/01/2008	07/31/2008
06/02 - 07/01/2008	09/02/2008*
07/02 - 08/01/2008	09/30/2008
08/02 - 09/01/2008	10/31/2008
09/02 - 10/01/2008	12/01/2008*
10/02 - 11/01/2008	12/31/2008
11/02 - 12/01/2008	02/02/2009*
12/02 - 12/31/2008	03/02/2009*

**\*Note:** *If your filing is not made by this date, penalty and interest will be calculated from the last day of the preceding month rather than the following business day, e.g., from Sunday, August 31, 2008, rather than Tuesday, September 2, 2008.*

### **Reconciling Estimated Flat-Rate Premium Filings**

#### *Reconciling*

If an estimated flat-rate filing is submitted, the flat-rate premium must be reconciled later in the plan year. The flat-rate reconciliation filing is due at the same time the variable-rate premium (for large single-employer plans) is due, which is the 15<sup>th</sup> day of the 10<sup>th</sup> full calendar month in the plan year. (For example, the flat-rate reconciliation filing for 2008 calendar-year plans is due October 15, 2008.) In prior years, this reconciliation filing was called the “final filing.” Beginning in 2008, it is called the “comprehensive premium filing.”

#### *Interest*

If the amount of estimated premium paid by the Estimated Filing Due Date (see Table, above) is less than the total flat-rate amount due for the premium payment year, there will be a charge for interest on the difference between the two amounts from the Estimated Filing Due Date until the additional amount due is paid. Interest cannot be waived and is not subject to the safe harbor rules for penalties described below. Interest accrues at the rate imposed under section 6601(a) of the Internal Revenue Code (the rate for late payment of taxes) and is compounded daily. These rates are available on PBGC’s Web site ([www.pbgc.gov](http://www.pbgc.gov)).

### *Penalty; Safe Harbor Rules*

If the amount of estimated premium paid by the estimated filing due date is less than the total flat-rate amount due for the premium payment year, there may be a late payment penalty. However, there are “safe harbor” rules for avoiding the penalty (but not the interest):

- If you did not make an estimated premium payment because you erroneously reported fewer than 500 participants for the plan year preceding the premium payment year, no penalty will be charged for the period from the estimated filing due date to the date the flat-rate reconciliation filing is due.
- You can avoid the penalty for the period from the estimated filing due date to the date the flat-rate reconciliation filing is due if the estimated flat-rate premium payment you make by the estimated filing due date is at least equal to the lesser of:
  - (1) 90 percent of the flat-rate amount due for the premium payment year, or
  - (2) an amount equal to the participant count for the plan year preceding the premium payment year multiplied by the 2008 flat premium rate. This test will be met if the amount paid is sufficient using either the actual participant count for the plan year preceding the premium payment year or a smaller count that was erroneously reported.

For purposes of determining whether a penalty is due, the participant count “erroneously reported” refers to the premium filing (or last amended filing) for the plan year preceding the premium payment year made to PBGC by the estimated filing due date for the premium payment year.

Note that if you take an estimated short-year credit for a short 2008 plan year, the amount of the estimated short-year credit is counted toward meeting the safe harbor requirement, the same as any other credit. Thus, if the amount you pay with your estimated filing, plus all credits, is at least equal to the safe harbor amount, the safe harbor requirement will be met. See p. 11, item 7 for information on short-year credits.

### **Description of Data Elements (line-by-line instructions)**

This section provides a description of each required data element. It is presented in the same order as the “form” used to illustrate the data elements (the form is on PBGC’s Web site, [www.pbgc.gov](http://www.pbgc.gov)). Item numbers are presented solely to facilitate understanding. The data entry and editing screens in My PAA do not include item numbers. If you are using private-sector software to prepare your filing, item numbers may or may not be included.

*Note for plans with more than one plan year beginning in 2007 or 2008:*

References in these instructions to the 2007 plan year (and to filings and notices for the 2007 plan year) should be considered to refer to your plan’s most recent complete plan year. For example, a plan that changes its plan year could have two plan years beginning in calendar 2008. When such a plan makes its premium filing(s) for its second 2008 plan year, the references in these instructions to the 2007 plan year (and to filings and notices for the 2007 plan year) should be considered to refer to the plan’s first 2008 plan year (and to filings and notices for that plan year), because that is the plan’s most recent complete plan year. Similarly, if your plan had two plan years beginning in calendar 2007, the references in these instructions to the 2007 plan year (and to filings and notices for the 2007 plan year) should be considered to refer to the plan’s second 2007 plan year, which is the plan’s most recent complete plan year.

### *Amended Filings*

If you discover after you have made an estimated flat-rate premium filing for the 2008 plan year (but before you make your comprehensive premium filing) that you have made an error in your estimated filing, you must make an amended filing to correct the error. Make a new estimated filing for the plan year, but report that it is an amended filing. Provide the same information as you would for an original filing, indicating the corrected premium. Claim as credits the sum of the credits you previously claimed (in your original estimated filing) plus the amount you paid with your original estimated filing. Report the net amount due with the amended filing. This should equal the difference between the new total estimated premium due and the new total credits. (If the amended estimate is lower than the original estimate, the amount due will be zero.) Submit your amended estimated filing with payment for any amount due.

### *Disaster Relief*

From time to time, when major disasters occur, PBGC grants disaster relief by waiving late filing penalties for certain plans. Disaster Relief Announcements are available on PBGC's Web site ([www.pbgc.gov](http://www.pbgc.gov)). If your plan is covered by a PBGC Disaster Relief Announcement for this premium filing, report that fact and follow the instructions in the Disaster Relief Announcement. Provide any explanation called for in the Disaster Relief Announcement.

#### *1. Plan sponsor information*

Report the name and address of the plan sponsor. If either has changed since your last filing, check the box to report that fact.

#### *2. Plan administrator information*

Report the name and address of the plan administrator. If the plan administrator's name and address is the same as that of the plan sponsor, you may satisfy this requirement by checking the box to report that fact. If the plan administrator's name or address has changed since your last filing, check the box to report that fact.

#### *3a. Employer Identification Number (EIN)*

Report the 9-digit EIN of the plan sponsor.

#### *3b. Plan Number (PN)*

Report the 3-digit PN of the plan.

#### *3c. Transfers from disappearing plans*

Report whether or not a plan other than yours ceased to exist in connection with any transfer of assets or liabilities from that plan to your plan since the last premium filing.

For each plan that ceased to exist in connection with a transfer of assets or liabilities from that plan to your plan since the last premium filing, report the EIN and PN of the plan, the effective date of the transfer, and whether the transaction involved was a merger, consolidation, or spinoff.

You do not need to report any transfer unless the transferor plan ceased to exist in connection with the transfer, i.e., transferred all of its assets and liabilities to your plan or to two or more plans including your plan. You also do not need to report a transfer if you have no reasonable way of determining whether the transferor plan ceased to exist in connection with the transfer.

### *3d. Information about exemption from electronic filing (paper filers only)*

Paper filings should only be submitted if PBGC has granted your plan an exemption from the requirements to make this filing electronically. If you make a paper filing, report whether PBGC has granted your plan an e-filing exemption.

If you do not have an exemption, but you choose to make a paper filing in anticipation of an exemption, you may make your filing on PBGC's paper forms, but you must include an attachment explaining that you do not have an exemption and providing an explanation of why you are submitting a paper filing. If you submitted an exemption request to which PBGC has not yet responded, report the date the request was submitted in the attachment. If you have not yet submitted an exemption request, attach it to your filing.

Note that if you do not receive the anticipated exemption, your paper filing will not satisfy the electronic filing requirement. Failure to comply with the electronic filing requirement without an exemption is subject to penalty under ERISA section 4071.

### *4. Employer Identification Number (EIN) and Plan Number (PN), if different from prior PBGC filing*

If the EIN and PN for this filing do not both match exactly the EIN and PN for your last premium filing for this plan, report both the EIN and PN for the last premium filing and report the effective date of the change in the EIN and PN.

### *5. Plan information*

Report the complete name of the plan as stated in the plan document, e.g., "The ABC Company Pension Plan for Salaried Personnel." Report the date the premium payment year commences and the date it ends.

### *6. Information about estimated participant count and premium*

Report your estimated participant count for the plan year. Participants are counted as of the last day of the plan year preceding the premium payment year.

Report whether your plan is a single-employer plan subject to the **\$31** flat premium rate or a multiemployer plan subject to the **\$8** flat premium rate. Report your plan's estimated flat-rate premium, equal to the estimated participant count multiplied by the flat premium rate.

### *7. Credits; Proration for short plan years*

- In general — Report the credits you are entitled to claim against your estimated premium: (1) any available credit from your 2007 final premium filing, (2) any estimated short-year credit, and (3) any other available credit. You must provide an explanation of any credit you claim, other than a credit from your 2007 final premium filing.
- Proration for short plan years — Estimated flat-rate premium payments may be prorated. The short year need not have ended by the time you pay a prorated premium, but if the plan year turns out to be longer than you anticipated, you will have to make up any premium underpayment (which will be subject to interest and penalties).

However, there is a penalty safe-harbor rule for estimated flat-rate premium payments that are prorated for a short plan year resulting from a change in plan year. The safe harbor applies where the amendment changing the plan year has been adopted, but the short year has not ended, by the filing due date, and later events result in a plan year longer than anticipated because the plan year change does not take place. Any penalty arising from reliance on the amendment is waived for the period from the filing due date to the comprehensive filing due date. (There is no waiver for interest.)

### *8. Information about payment due PBGC*

If the estimated premium equals or exceeds the credits, subtract the credits from the estimated premium and report the result as the payment due PBGC. This is the amount you owe PBGC.

Report whether you are paying by paper check or electronically. Do not combine the premiums for two or more plans into one payment.

## **Online Premium Filing with My PAA**

### *Introduction*

My Plan Administration Account (My PAA) is a secure, Web-based application that enables you to electronically submit premium filings and payments to PBGC. Although electronic filing of premium information is mandatory, payments may be made either electronically or by paper check.

Information about how to use My PAA may be accessed through the Practitioners Page of PBGC's Web site ([www.pbgc.gov](http://www.pbgc.gov)), as well as within the My PAA application itself.

To use My PAA, you must set up a My PAA account which includes a user ID and password. Each My PAA user needs only one account, which can include an unlimited number of plans.

My PAA offers three e-filing methods:

- You can use My PAA's data entry and editing screens to create a filing; route it to others for review, editing, and electronic certification; and submit it electronically to PBGC. Each person who participates in the electronic processing of the filing must have a My PAA account.
- You can use private-sector software that is compatible with My PAA to create a filing, and then import the filing data into My PAA's data entry and editing screens for routing, review, editing, electronic certification, and electronic submission to PBGC. Each person who participates in the electronic processing of the filing must have a My PAA account.

- You can use private-sector software that is compatible with My PAA to create a filing, and then upload the filing to PBGC via the My PAA application. The filing cannot be routed, reviewed, or edited in My PAA. In most cases, a paper copy or copies of the filing must be certified outside of My PAA and retained in plan records. Only the person who uploads the filing must have a My PAA account.

### *My PAA's Data Entry and Editing Screens*

- *Entering information*

My PAA's data entry and editing screens walk you through a step-by-step process to create a premium filing. For example, in the first step you identify the type of filing to be submitted (estimated flat-rate premium filing for large plans or comprehensive premium filings for all other purposes), the type of plan (single-employer or multiemployer) for which the filing is being submitted, and the plan year. Instructions are provided at each step.

The required mathematical calculations are automated. For example, My PAA automatically multiplies your participant count by the applicable flat premium rate to generate the flat-rate premium.

- *E-filing team*

Multiple people can contribute to a plan's filing in My PAA's data entry and editing screens. For example, some information might be entered by the plan administrator and other information by an actuary. The people authorized to contribute to a plan's premium filing in My PAA's data entry and editing screens are those who have the plan in their My PAA accounts, and are referred to as the plan's "e-filing team."

- *Routing filings*

Filings in progress can be routed among e-filing team members through My PAA for input, review, editing, e-certification of information, authorization of payment, and submission to PBGC. The person routing the filing to another member of the e-filing team can provide comments and instructions for the person to whom the filing is being routed. My PAA sends that person an e-mail notice (with the comments and instructions) stating that the filing has been routed for the recipient's action and that the recipient is now "holding" that filing. After all information has been provided and certified, and payment (if any) has been authorized, the filing can be electronically submitted to PBGC by the Plan Administrator or Filing Coordinator.

### *Using Private-Sector Software with My PAA*

- *Compatibility with My PAA*

You can use private-sector software to prepare a premium e-filing, but the software you use must be compatible with My PAA. That means that the software must be able to place your filing in an electronic file that is in "XML" format and meets PBGC specifications. The specifications are posted on PBGC's Web site ([www.pbgc.gov](http://www.pbgc.gov)). Private-sector software providers and developers submit to PBGC sample filings in XML format for PBGC review and assignment of vendor numbers; you should check with your software provider or developer to find out whether your software is capable of creating an XML file in the proper format for use with My PAA. If your compatible private-sector software permits, you can create batch files containing more than one premium filing for use with My PAA.

- *Importing a filing*

A premium filing that has been prepared with compatible private-sector software can be “imported” into My PAA’s data entry and editing screens. That means that the information in the filing is placed into the data entry and editing screens and can then be electronically routed, reviewed, edited, certified, and submitted to PBGC as described above (see “My PAA’s Data Entry and Editing Screens,” above). To import a filing for a plan, the plan must be in your My PAA account. My PAA provides instructions for importing filings.

- *Uploading a filing*

A premium filing that has been prepared with compatible private-sector software can also be “uploaded” through My PAA. That means that the fully-completed filing is submitted directly to PBGC and, therefore, cannot be reviewed or edited in My PAA before submission to PBGC. My PAA’s upload feature also allows multiple filings to be uploaded at the same time (i.e., a “batch upload”).

To upload a filing for a plan, the plan need not be in your My PAA account, but you must have a My PAA account with at least one plan in it. You must electronically certify in My PAA that you have authority to submit the filing for the plan, but in most cases the information in the filing must be certified on paper outside My PAA, and the certified information must be retained in plan records. (The plan administrator’s (or enrolled actuary’s) certification can be made on-line if it is the plan administrator (or enrolled actuary) who uploads the filing.) My PAA provides instructions for uploading filings and for certifying the information in uploaded filings.

### *Filing Coordinator*

A central role in the e-filing process is played by the “filing coordinator,” who is the person designated by the plan or plan sponsor to be responsible for coordinating the plan’s on-line premium filings. The filing coordinator for a plan is the one who adds that plan to the account of each other person and assigns each member of the e-filing team one or more filing roles, such as the authority to certify a filing (e.g., as the plan administrator). My PAA provides instructions for becoming a plan’s filing coordinator, adding plans, adding e-filing team members, assigning roles, etc.

### *Payment Options*

- **Payment within My PAA** — If you owe a premium, you can pay it using My PAA. My PAA offers three electronic payment methods:
  - **Automated Clearing House (ACH)** — This payment method involves the electronic transfer of funds from an account that you specify by entering your account number and bank routing number.
  - **Electronic check** — This is the electronic equivalent to writing a paper check to PBGC. It involves entering the check number of a (voided) paper check, your account number, and your bank routing number.
  - **Credit card** — My PAA currently accepts Visa and MasterCard as payment options. A convenience fee (which is passed on to the credit card processor) of approximately 3.09 percent of the total premium amount is added to a premium payment made by credit card. The maximum allowable credit card payment is \$99,999.99 (including the convenience fee).

- **Payment outside of My PAA** — Payment outside My PAA is permitted for any filing and is required for filings in a batch upload. The options are:

- **Electronic funds transfer (EFT)** via Automated Clearing House (ACH) or Fedwire — You arrange for payment to be electronically transferred by providing your bank with PBGC’s EFT information as follows:

JPMorgan Chase Bank, N.A.  
ABA: 071000013  
Account: 656510666  
Beneficiary: PBGC  
Reference: “EIN/PN: XX-XXXXXXXX/XXX  
PYC: MM/DD/YY”

Report the Employer Identification Number and Plan Number (“EIN/PN”) and the date the Premium Payment Year commenced (PYC) in the payment ID line of the electronic funds transfer in the format “EIN/PN: XX-XXXXXXXX/ XXX PYC: MM/DD/YY.” Since we process these payments electronically, strict adherence to this format is required for accurate and timely application of your payment. Any deviation from the prescribed format may result in our sending you a bill for premium, interest, and penalty if our automated system cannot apply your payment.

- **Paper check** — write the Employer Identification Number and Plan Number (“EIN/PN”) and the date the premium payment year commenced (PYC) on the check to help ensure the accurate and timely application of your payment. In addition, My PAA typically provides you with a voucher<sup>2</sup> to send in with your check to help PBGC automatically match your check with your filing. Send the check and voucher (if provided) via the **U.S. Postal Service** to:

Pension Benefit Guaranty Corporation  
Dept. 77430  
P.O. Box 77000  
Detroit, MI 48277-0430

If you use a **delivery service** that does not deliver to a P.O. Box, your premium payment may be hand-delivered to:

Pension Benefit Guaranty Corporation  
JPMorgan Chase Bank, N.A.  
9000 Haggerty Road  
Dept. 77430  
Mail Code MI1-8244  
Belleville, MI 48111

#### Other Important My PAA Features

- **Filing receipts** — My PAA gives you a filing receipt. For a filing submitted from My PAA’s data entry and editing screens (including a filing imported into My PAA), the filing receipt shows the date and time of submission to PBGC, a confirmation number, and all of the

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<sup>2</sup> My PAA does not provide a voucher when filings for multiple plans are uploaded at the same time (i.e., “a batch upload”).

information submitted in the filing. For an upload, the filing receipt shows the date and time of submission to PBGC, a confirmation number, and the name of the uploaded XML file, but does not show any of the filing information in the uploaded file.

- Account history — A member of a plan’s e-filing team may, if authorized by the filing coordinator, view the plan’s account history on-line through My PAA. The account history shows the results of PBGC’s processing of your premium filings and payments for each plan year.
- Instructions — My PAA provides full filing instructions and help screens. In addition, PBGC’s Web site provides information and “demos” about how to get started and how to use My PAA. To access the My PAA information, select Practitioners Page, and then click on “Online premium filing (My PAA).”

*For More Information*

If you have questions about e-filing with My PAA, please contact us at any of the phone numbers or addresses in the CONTACTS section, item 4.