



# EFAST 2

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# Agenda

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- Overview of the EFAST2 process to obtain signing credentials (including slides from DOL EFAST2 website presentation)
- E-filing Options
- EFAST 2 PIN #'s
- Demonstration of ftwilliam.com 2009 5500 filing system
- Timeline: filings accepted 1/1/2010
- Changes to Forms (DOL presentation)
- Final Instructions and release of software?



# Signing Credentials

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- Filings are signed by the Sponsor/Plan Administrator/DFE.
- 5500 Signers must obtain a UserID and a PIN from the DOL EFAST 2 Website (also known as IREG).
- Signers must have access to web/email.
- Signers also receive a password.
- A lost UserID and PIN may be recovered by visiting the DOL website or calling an 800 number.
- If you are preparing filings on [ftwilliam.com](http://ftwilliam.com), you do not need to register for a pin number.

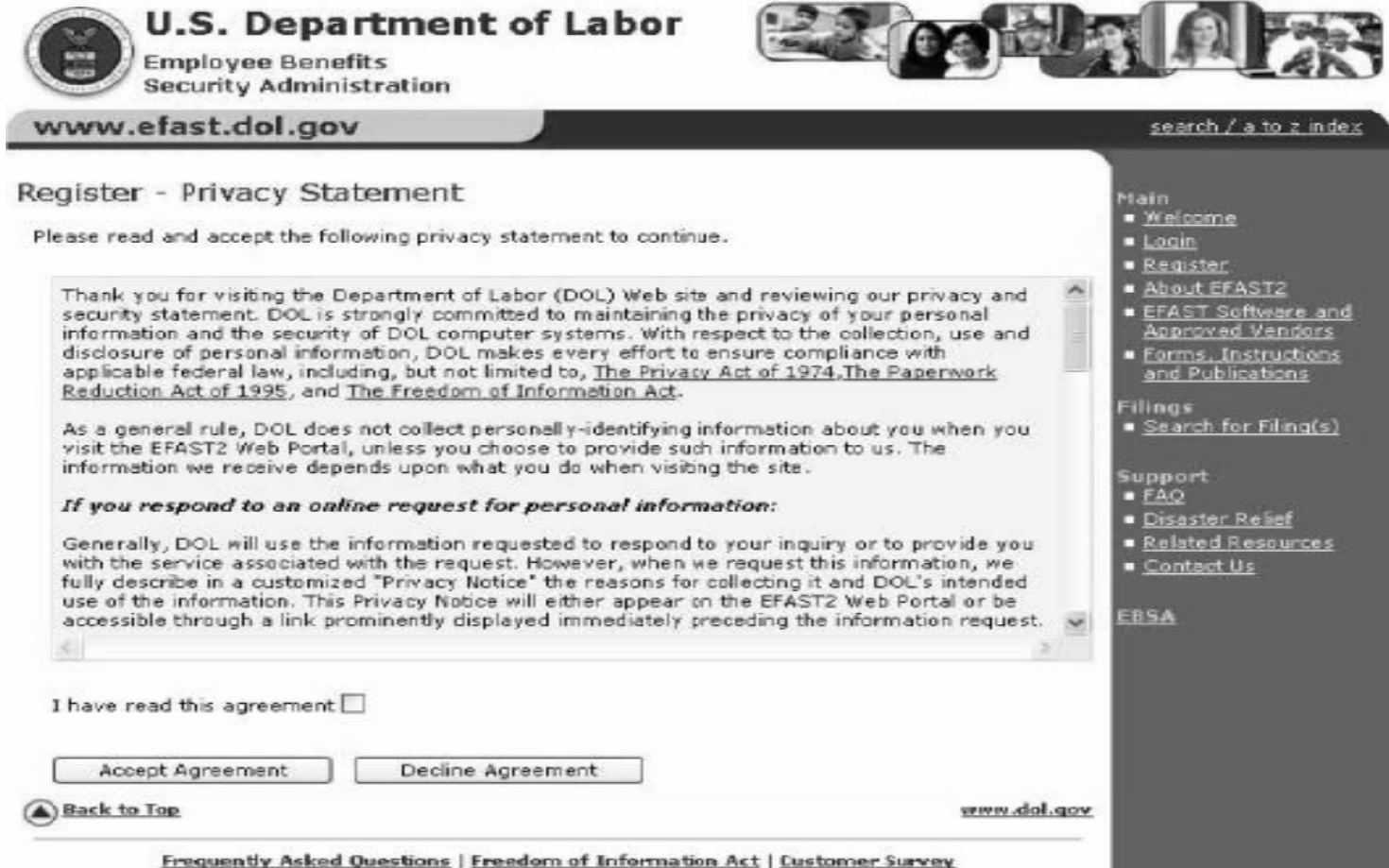




# EFAST 2

**Sample IREG  
procedures for  
obtaining signer PIN**

# Register – 1<sup>st</sup> Screen



The screenshot shows the "Register - Privacy Statement" page on the EFAST2 portal. At the top, there is the U.S. Department of Labor logo and the text "U.S. Department of Labor Employee Benefits Security Administration". The URL "www.efast.dol.gov" is displayed in the header. A search bar and "a to z index" link are in the top right. The main content area contains the privacy statement text, a checkbox for "I have read this agreement", and "Accept Agreement" and "Decline Agreement" buttons. A sidebar on the right lists navigation links under "Main", "Filings", "Support", and "EBSA".

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## Register - Privacy Statement

Please read and accept the following privacy statement to continue.

Thank you for visiting the Department of Labor (DOL) Web site and reviewing our privacy and security statement. DOL is strongly committed to maintaining the privacy of your personal information and the security of DOL computer systems. With respect to the collection, use and disclosure of personal information, DOL makes every effort to ensure compliance with applicable federal law, including, but not limited to, [The Privacy Act of 1974](#), [The Paperwork Reduction Act of 1995](#), and [The Freedom of Information Act](#).

As a general rule, DOL does not collect personally-identifying information about you when you visit the EFAST2 Web Portal, unless you choose to provide such information to us. The information we receive depends upon what you do when visiting the site.

***If you respond to an online request for personal information:***

Generally, DOL will use the information requested to respond to your inquiry or to provide you with the service associated with the request. However, when we request this information, we fully describe in a customized "Privacy Notice" the reasons for collecting it and DOL's intended use of the information. This Privacy Notice will either appear on the EFAST2 Web Portal or be accessible through a link prominently displayed immediately preceding the information request.

I have read this agreement

Accept Agreement Decline Agreement

[Back to Top](#) [www.dol.gov](http://www.dol.gov)

[Frequently Asked Questions](#) | [Freedom of Information Act](#) | [Customer Survey](#)

**Main**

- [Welcome](#)
- [Login](#)
- [Register](#)
- [About EFAST2](#)
- [EFAST2 Software and Approved Vendors](#)
- [Forms, Instructions and Publications](#)

**Filings**

- [Search for Filing\(s\)](#)

**Support**

- [FAQ](#)
- [Disaster Relief](#)
- [Related Resources](#)
- [Contact Us](#)

**EBSA**

# Register – 2<sup>nd</sup> Screen

The screenshot shows a web browser window titled "Register - Profile Information - Microsoft Internet Explorer provided by EBSA". The address bar shows the URL: [http://10.131.52.70/portal/pages/usercreate/Disdese.js?\\_flowExecutionKey=c29c4980d-0faf-1555-4d4a-a4d0fa31fa41f\\_e1d1a574d-9029-78ed-730f-7f9850f5e](http://10.131.52.70/portal/pages/usercreate/Disdese.js?_flowExecutionKey=c29c4980d-0faf-1555-4d4a-a4d0fa31fa41f_e1d1a574d-9029-78ed-730f-7f9850f5e). The page title is "www.efast.dol.gov" and the main heading is "Register - Profile Information".

Please enter your profile information and select Next to continue. Fields marked with an "\*" are required.

\* First Name:   
\* Last Name:   
\* Address:   
Address 2:   
\* City/Town:   
\* Country:   
\* State:   
\* ZIP:   
\* Daytime Phone:   
Fax:   
\* Email:   
\* Company Name:

You must choose at least one User Type, but you may choose more. [?](#)

\* User Type:  
 Filing Author  
 Filing Signer  
 Schedule Author  
 Transmitter  
 Third Party Software Developer

Buttons:

Navigation menu on the right:

- Main
  - [Welcome](#)
  - [Login](#)
  - [Register](#)
  - [About EFAST](#)
  - [EFAST Software and Approved vendors](#)
  - [Forms, Instructions and Publications](#)
- Filings
  - [Search for Filings](#)
- Support
  - [FAQ](#)
  - [Disaster Relief](#)
  - [Related Resources](#)
  - [Contact Us](#)
- EBSA

# Register – 2<sup>nd</sup> Screen Continued

The screenshot shows a web browser window titled "Register - Profile Information - Microsoft Internet Explorer provided by EBSA". The address bar shows the URL: [http://10.131.52.70/portal/pages/usercreate/Disdose.js?\\_fromExecutionKey=\\_c03f8f03-4c57-aa43-84a7-57818475da3a\\_jEB6A83CS-CAP6-02EA-E169-F5B7ECCBE](http://10.131.52.70/portal/pages/usercreate/Disdose.js?_fromExecutionKey=_c03f8f03-4c57-aa43-84a7-57818475da3a_jEB6A83CS-CAP6-02EA-E169-F5B7ECCBE). The page title is "www.efast.dol.gov" and the main heading is "Register - Profile Information".

Below the heading, there is a message: "Please enter your profile information and select Next to continue. Fields marked with an "\*" are required." A navigation menu on the right includes links for Home, Welcome, Login, Register, and About EFAST2.

The registration form includes the following fields:

- \* First Name:
- \* Last Name:
- Address:
- Address 2:
- \* City/Town:
- \* Country:
- \* State:
- \* ZIP:
- \* Daytime Phone:
- Fax:
- \* Email:
- \* Company Name:

Below the form, there is a section for "User Type" selection:

You must choose at least one User Type, but you may choose more than one.

\* User Type:

- Filing Author
- Filing Signer
- Schedule Author
- Transmitter
- Third Party Software Developer

At the bottom of the form are buttons for "Next", "Back", and "Cancel".

A modal dialog box titled "User Type Descriptions" is overlaid on the form. It contains the following text:

**Filing Author**  
The person who initiates the filing and will be responsible for submitting it. This user type has no signature authority.

**Filing Signer**  
This user type provides signature authority only.

**Schedule Author**  
A person who has been asked, by the Filing Author, to complete one of the Schedules for the filing. This user type can not initiate, sign or submit a filing.

**Transmitter**  
A company, trade, business, or other person applying to be an EFAST2 Transmitter to transmit Form 5500 Series.

**Third Party Software Developer**  
A company, trade, business, or other person applying for authorization to be an EFAST2 Software Developer.

At the bottom of the dialog box is a button labeled "Close this window".

The Windows taskbar at the bottom shows the Start button, open applications (Document - Wordpad, Register - Profile Info..., Untitled - Paint), and the system tray with the time 9:10 AM.

# Register – 3<sup>rd</sup> Screen



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### Register - Challenge Information

Please select a Challenge Question, and provide an answer, then select Next to continue. Your Challenge Answer is required to complete your profile setup so please remember it.

\* Challenge Question:

\* Challenge Answer:

[Back to Top](#) [www.dol.gov](#)

[Frequently Asked Questions](#) | [Freedom of Information Act](#) | [Customer Survey](#)  
[Privacy & Security Statement](#) | [Disclaimers](#) | [E-mail to a Friend](#)

**Main**

- [Welcome](#)
- [Login](#)
- [Register](#)
- [About EFAST?](#)
- [EFAST Software and Approved vendors](#)
- [Forms, Instructions and Publications](#)

**Filings**

- [Search for Filing\(s\)](#)

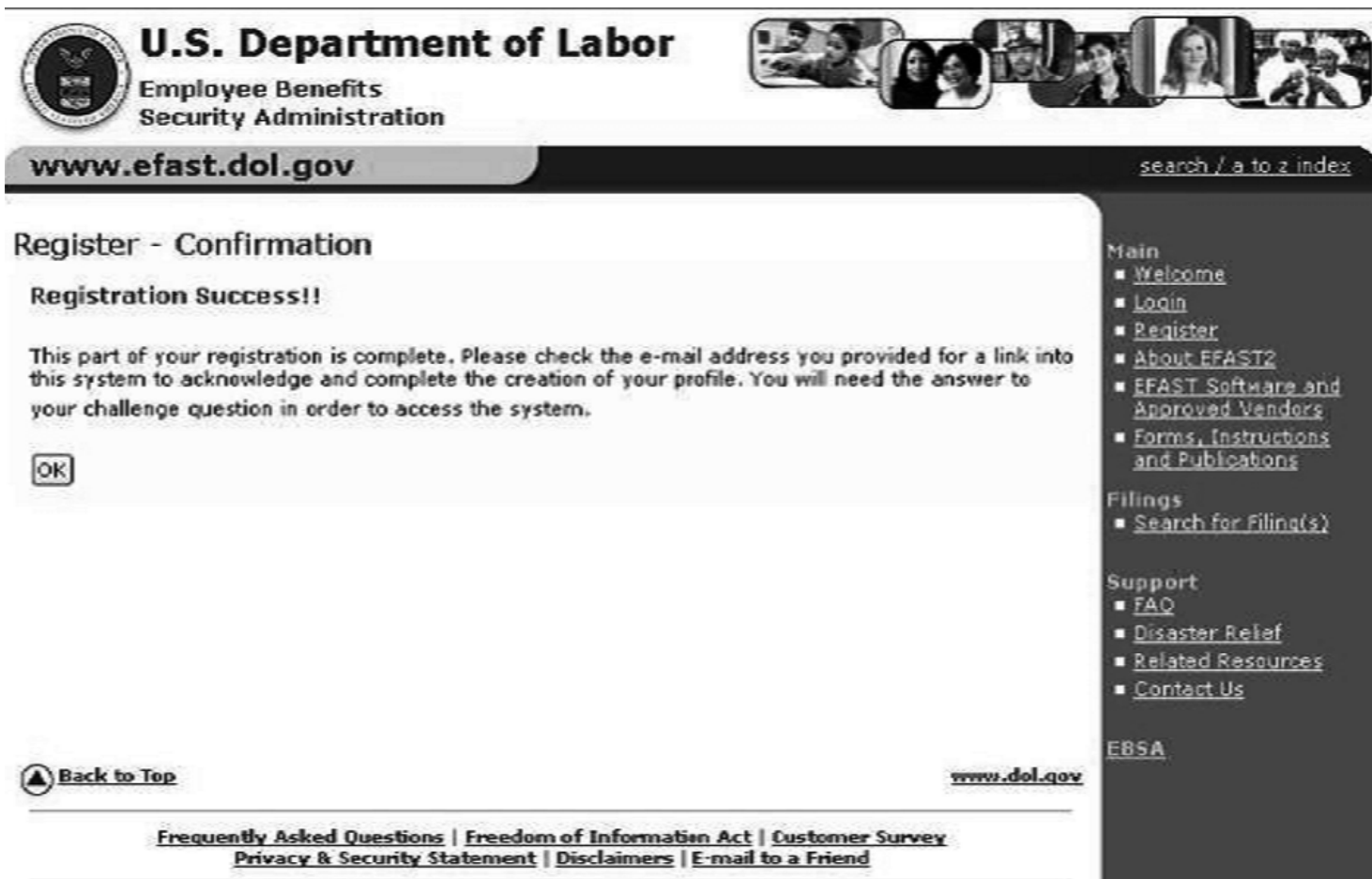
**Support**

- [FAQ](#)
- [Disaster Relief](#)
- [Related Resources](#)
- [Contact Us](#)

**EBSA**



# Register – 4<sup>th</sup> Screen



The screenshot shows the 'Register - Confirmation' page on the EFAST website. The header includes the U.S. Department of Labor logo and the text 'U.S. Department of Labor Employee Benefits Security Administration'. The URL 'www.efast.dol.gov' is displayed in the top left, and a search bar with 'search / a to z index' is in the top right. The main content area displays 'Register - Confirmation' and 'Registration Success!!'. A message states: 'This part of your registration is complete. Please check the e-mail address you provided for a link into this system to acknowledge and complete the creation of your profile. You will need the answer to your challenge question in order to access the system.' Below the message is an 'OK' button. A right-hand sidebar contains navigation links under 'Main', 'Filings', 'Support', and 'EBSA'. At the bottom, there is a 'Back to Top' link and a footer with various policy links.

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## Register - Confirmation

**Registration Success!!**

This part of your registration is complete. Please check the e-mail address you provided for a link into this system to acknowledge and complete the creation of your profile. You will need the answer to your challenge question in order to access the system.

- Main
  - [Welcome](#)
  - [Login](#)
  - [Register](#)
  - [About EFAST2](#)
  - [EFAST Software and Approved Vendors](#)
  - [Forms, Instructions and Publications](#)
- Filings
  - [Search for Filing\(s\)](#)
- Support
  - [FAQ](#)
  - [Disaster Relief](#)
  - [Related Resources](#)
  - [Contact Us](#)
- EBSA

[Back to Top](#) [www.dol.gov](http://www.dol.gov)

[Frequently Asked Questions](#) | [Freedom of Information Act](#) | [Customer Survey](#)  
[Privacy & Security Statement](#) | [Disclaimers](#) | [E-mail to a Friend](#)

# Register - Email

☆ Efast2@vangent.com to me [show details](#) 9:15 AM (1 minute ago) [Reply](#)

Dear marianne,

You may now retrieve your PIN and UserID. For your security, you must go to the link below to retrieve these credentials from our secure server. Either select the link or copy the entire link and paste it into the address or location line of your Web browser. Make sure you copy and paste the entire link; it may appear on multiple lines.

[http://10.131.52.70/portal/register.jsf?\\_flowId=userAcknowledge-flow&accountId=A1002133](http://10.131.52.70/portal/register.jsf?_flowId=userAcknowledge-flow&accountId=A1002133)

If you are an AOL user, click here:

[http://10.131.52.70/portal/register.jsf?\\_flowId=userAcknowledge-flow&accountId=A1002133](http://10.131.52.70/portal/register.jsf?_flowId=userAcknowledge-flow&accountId=A1002133)

Please Note: Your PIN is available at the above web portal until 4/18/2009.

If this date has already passed, please contact the EFAST2 Contact Center at 1-800-463-3278.

For your security, you can view your PIN only once using the link above. You should either print the page on which your PIN is displayed or write your PIN down.

As part of the PIN application, you agreed not to disclose or share your PIN with anyone, including commercial service providers. You also agreed to keep your PIN in a safe location.

If your PIN is misplaced or stolen, either go to the EFAST2 Web Portal and change your PIN or contact the EFAST2 Contact Center at 1-800-463-3278.

If you encounter any problems retrieving your PIN, you can contact the EFAST2 Contact Center for assistance.

Thank you,

U.S. Department of Labor

# Register - Verification



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[search / a to z index](#)

## Register - Challenge Question Verification

Please answer your challenge question, and then select **Next** to continue.

Where is your place of birth?

**Next**

### Main

- [Welcome](#)
- [Login](#)
- [Register](#)
- [About EFAST2](#)
- [EFAST Software and Approved Vendors](#)
- [Forms, Instructions and Publications](#)

### Filings

- [Search for Filing\(s\)](#)

### Support

- [FAQ](#)
- [Disaster Relief](#)
- [Related Resources](#)
- [Contact Us](#)

### EBSA

[Back to Top](#)

[www.dol.gov](http://www.dol.gov)

# Register – PIN Agreement



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Employee Benefits  
Security Administration



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[search / a to z index](#)

## Register - PIN Agreement

Please read and accept the following PIN Agreement to continue.

By activating your PIN, you agree not to share your PIN with anyone. The security of your PIN is important because it can be used to:

- Electronically sign documents, and
- Access your personal records

If your PIN is lost or stolen, you also agree to:

- Contact the EFAST2 Contact Center at 1-800-463-3278, or
- Request a new PIN by selecting Change My PIN from the EFAST2 Web site

I have read this agreement

[Back to Top](#)

[www.dol.gov](http://www.dol.gov)

### Main

- [Welcome](#)
- [Login](#)
- [Register](#)
- [About EFAST2](#)
- [EFAST Software and Approved Vendors](#)
- [Forms, Instructions and Publications](#)

### Filings

- [Search for Filing\(s\)](#)

### Support

- [FAQ](#)
- [Disaster Relief](#)
- [Related Resources](#)
- [Contact Us](#)

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# Register – Signature Agreement



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Employee Benefits  
Security Administration



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[search / a to z index](#)

## Register - Signature Agreement

Please read and accept the following Signature Agreement to continue.

I understand and agree that the electronic signature is not transferable and that the inclusion of such electronic signature in a Form 5500 Series return/report filed in electronic form shall have the same legal force and effect as my hand written signature. If I am not the Transmitter, I also agree that my electronic signature on a Form 5500 Series constitutes consent for EFAST personnel to send my Transmitter an acknowledgment of receipt of transmission and to communicate with my Transmitter about the success or failure of the transmission and specific reason(s) for any failure(s).

If I am an EFAST Software Developer or EFAST Transmitter, I declare that I am authorized to make and sign this statement on behalf of the applicant. The applicant agrees that it and its employees will comply with all provisions of the EFAST procedures for the electronic filing of Form 5500 Series for each year in which the applicant participates. Noncompliance will result in the applicant no longer being allowed to participate as an EFAST Software Developer or Transmitter. The applicant understands that acceptance as an EFAST Software Developer or Transmitter is not transferable. If applying to be an EFAST Transmitter, the applicant further agrees that a copy of all returns/reports that the applicant transmits electronically to the Department of Labor will be provided to the plan administrator, employer or direct filing entity on whose behalf the return/report was transmitted.

I have read this agreement

Accept Agreement

Decline Agreement

[Back to Top](#)

[www.dol.gov](http://www.dol.gov)

### Main

- [Welcome](#)
- [Login](#)
- [Register](#)
- [About EFAST](#)
- [EFAST Software and Approved Vendors](#)
- [Forms, Instructions and Publications](#)

### Filings

- [Search for Filing\(s\)](#)

### Support

- [FAQ](#)
- [Disaster Relief](#)
- [Related Resources](#)
- [Contact Us](#)

### EBSA

# Register – Final

## Register - Finalize

Here is your EFAST2 profile information. Please note your User ID and PIN and keep them in a safe place. In order to complete the registration process, click "Next" to create your password.

User ID:	A1002133
PIN:	8439
ETIN:	
* Last Name:	gibbs
* First Name:	marianne
* Address:	200 constitution ave
Address 2:	
* City/Town:	washington
* Country:	US - United States
* State:	District of Columbia

### Main

- [Welcome](#)
- [Login](#)
- [Register](#)
- [About EFAST2](#)
- [EFAST Software and Approved Vendors](#)
- [Forms, Instructions and Publications](#)

### Filings

- [Search for Filing\(s\)](#)

### Support

- [FAQ](#)
- [Disaster Relief](#)
- [Related Resources](#)
- [Contact Us](#)



# Register - Password



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[search / a to z index](#)

## Register - Password

When you create your password, it must be between 10 and 16 characters long and must not contain spaces. You must use at least one letter and at least one number. Your new password must be different from your old password.

Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

### Password Requirements

- Must be between 10 and 16 characters long
- At least 1 alpha character
- At least 1 numeric character

### Main

- [Welcome](#)
- [Login](#)
- [Register](#)
- [About EFAST2](#)
- [EFAST Software and Approved Vendors](#)
- [Forms, Instructions and Publications](#)

### Filings

- [Search for Filing\(s\)](#)

### Support

- [FAQ](#)
- [Disaster Relief](#)
- [Related Resources](#)
- [Contact Us](#)

[EBSA](#)

[▲ Back to Top](#)

[www.dol.gov](http://www.dol.gov)

# Register – Complete



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[search / a to z index](#)

## Register - Confirmation

### Successful Account Activation

Your account setup is now complete please retain your User ID and password to access the site in the future.

[Login](#)

#### Main

- [Welcome](#)
- [Login](#)
- [Register](#)
- [About EFAST2](#)
- [EFAST Software and Approved Vendors](#)
- [Forms, Instructions and Publications](#)

#### Filings

- [Search for Filing\(s\)](#)

#### Support

- [FAQ](#)
- [Disaster Relief](#)
- [Related Resources](#)
- [Contact Us](#)

#### EBSA

[▲ Back to Top](#)

[www.dol.gov](http://www.dol.gov)





# EFAST 2

E-filing Options for EFAST 2

# E-Filing Options

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The following three options may be used by the employer or a TPA to prepare Form 5500 filings:

- Private Desktop
- Labor Department Web-based (I-FILE)
- Private Web-based



# Private Desktop Software

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- An employer or TPA may use desktop software to prepare 5500 filings.
- The TPA/employer will need to download the completed Form 5500 filing in an XML file from the desktop software and then upload the file onto the I-FILE system.
- If there are attachments, the employer/TPA will also need to submit them in either a text or PDF file and upload with the XML.
- An employer will then be able to e-sign the filing on the I-FILE system.
- After the XML file is uploaded and signed on the I-FILE system it is sent to the DOL.
- This process is very Similar to MyPAA



# Private Desktop

## Advantages and Disadvantages

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- Advantages
  - Better user interface than I-FILE
  - Better error checking than I-FILE
  - Allows you to keep a record of all plans you are responsible for
  - Workflow management (if available)
- Disadvantages
  - Manually download and upload XML file to I-FILE
  - Troubleshooting generally not available if you or your client has issues with the upload
  - No way of tracking whether or not your client has signed their filing.



# Labor Department Web-based (I-FILE)

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- Employer prepares *and* signs their Form 5500 filing on the I-FILE website and then it is submitted to the DOL.
- The preparer may invite the signer on I-FILE to sign before submission.
- No third party involved.
- No additional software involved.



# Labor Department Web-based Advantages and Disadvantages

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- Advantages
  - It's Free
  - The employer or a third party may use the system to prepare the filing.
  - No software to install
  - No XML to download or upload
- Disadvantages
  - No workflow management
  - No record of plans prepared
  - No error correction
  - Customer support will not be as quick
  - Not a good solution for companies with large plan loads.



# Private Web-based

- Either an employer or TPA may prepare their filings on a web-based software program.
- The preparer then has three options for filing:
  - The TPA or employer may export the XML file (similar to desktop software) and then upload on I-FILE. An employer may sign immediately, but a TPA must invite the client to sign their Form 5500 on I-FILE and submit to the DOL.
  - TPA sends an email to their clients notifying them that their filing is ready for signature. The client then logs onto a portal and uses their pin # to sign. The filing is then electronically transferred to the DOL
  - The employer may sign and directly transmit their filing via their web-based software by clicking a link within their Form 5500 Software program.



# Sample Web Portal



## *Print and Sign Your 5500*

[Return to Previous Page](#)

### Select:

#### Print 5500\*

Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedules, statements and attachments, as well as electronic version of this return/report, and to the best of my knowledge and belief, it is true, correct and complete.

Enter Name:\*\*

Enter User ID:\*\*

Enter PIN:\*\*

\*\*\*\*

If you have lost your User ID or PIN contact DOL EFAST2 support at 800-463-3278 or visit the website <http://www.efast.dol.gov/>

\*The current plan will be locked for 30 minutes after the 'Print 5500' Link is clicked. During this time you may sign the 5500 with your DOL PIN. This plan will be locked permanently once a DOL PIN is entered.

\*\*You must print the final 5500 before you will be allowed to sign it.

\*\*\*You have indicated that you will be signing as both the Plan Administrator and Plan Sponsor. If this is not the case please contact

a1

Done

dev2.ftwilliam.com 24

11:23 AM



# Sample Workflow

	Admin	Not Done	Ready	Not Signed	Reject	In Process	Accepted	Not Accepted	Total	% Accepted
1	Fred	2	0	0	0	0	0	0	2	0.00
2	testuser	2	0	0	0	0	0	0	2	0.00

SAMPLE WORKFLOW

# Private Web-based Advantages and Disadvantages

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## ■ Advantages

- Web-portal - No longer necessary to manually download and upload an XML file if you choose not to.
- No troubleshooting for I-FILE uploads if you use a portal
- Keep a record of all plans you're responsible for filing
- Workflow management (if available)
- Better user interface
- Error Correction
- Faster customer support
- No software to install

## ■ Disadvantages

- Reliable internet connection (same as with DOL I-FILE method)
- You may still need to upload and download XML if your vendor doesn't provide a portal.



# How Labor Department is handling those without Internet connections

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- All filing options must use the same procedure for obtaining credentials through the DOL website --- requires having access to the internet and email.
- DOL has not provided a hardship process for a plan sponsor without an internet connection.
- Some suggestions:
  - Visit your clients
  - Have your clients come to you
  - Have them visit a local library
  - Have a work station in your office for local clients
  - Send instructional letters
- True hardship cases should contact the DOL or consult an attorney



# PINs May Not Be Shared 11/9/09

- <https://www.ftwilliam.com/articles/EFAST20091109.html>
- Q33: I am a Plan Administrator that needs to electronically sign a Form 5500. Can I tell my preparer what my PIN is so they can sign and submit it for me?
- ***As the Plan Administrator, the Form 5500 or 5500-SF that will be sent to EFAST2 must be examined by you before it is submitted. Your signature attests that has been done and that, to the best of your knowledge and belief, it is true, correct, and complete. Since the EFAST2 PIN is the plan administrator/sponsor/DFE's electronic signature for purposes of the Form 5500 and Form 5500-SF, PINs must be protected and not shared. We appreciate the fact that some filers may find it easier to comply with the electronic signature requirement if PIN sharing were permitted. However, we believe plan administrators and other filers will be able to comply with their annual reporting obligations within the EFAST2 system PIN requirements even if some filers will need to adjust their practices to address individual challenges.***



# Demo of ftwilliam.com EFAST 2 Software

NOTE: Features are in 'proof of concept'  
phase and are subject to change

# Signing ceremony on ftwilliam.com - Review

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- Use the UserID, name of signer and PIN obtained in the IREG system.
- Portal access by
  - direct log-in to ftwilliam.com site by Sponsor/Plan Administrator; or
  - authentication from TPA website
- The PIN may not be given to the TPA.
- Client must keep a signed copy on file.



# ftwilliam.com EFAST 2 filing

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- Filings are transmitted to DOL.
- Acceptance Status in ftwilliam.com system:
  - Not Submitted
  - Submitted
  - Reject (Should happen rarely)
  - In Process
  - Accepted
  - Not Accepted



# Timing

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- Vendor certification began August 3rd, 2009
- ftwilliam.com was the first vendor to be approved for preparation and transmission
- Signers may obtain signing credentials January 1, 2010
- Live filings accepted January 1, 2010







# 2009 FORM CHANGES

(Reproduced DOL Materials)

# 2009 and 2010 Form Changes and Edit Test Changes

## Form 5500

- Item 5 – Preparer information (name, address, EIN, and phone number) has been deleted
- Item 8a Pension Codes have the following changes:
  - Codes 2S and 2T have been added to the list of pension codes:
    - 2S – Plan provides for automatic enrollment that has employee contributions deducted from payroll
    - 2T – Total or partial participant-directed account plan – uses default investment account for participants who fail to direct assets in their account
  - Codes 3A (Non-US plan) and 3G (One-participant plan) have been deleted from the list of pension codes
- Item 10 has been modified to remove indicators for Schedules B, E, and SSA. Indicators for new Schedules MB and SB have been added.

# 2009 and 2010 Form Changes and Edit Test Changes

## **Form 5500-SF**

The 5500-SF is a simplified annual reporting form for use by certain small pension and welfare benefit plans. To file the Form 5500-SF you must meet all of the eligibility conditions listed below:

- The plan:
  - (a) covered fewer than 100 participants at the beginning of the plan year, or
  - (b) was eligible to and filed as a small plan for plan year 2008 and did not cover more than 120 participants at the beginning of plan year 2009;
- The plan does not hold any employer securities at any time during the plan year;
- At all times during the plan year, the plan is 100% invested in certain secure, easy to value assets;
- The plan is eligible for the waiver of the annual examination and report of an independent qualified public accountant;
- The plan is not a multiemployer plan

# 2009 and 2010 Form Changes and Edit Test Changes

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## **Form 5500-EZ**

- One-participant plans that elect to file electronically can use the 5500-SF instead of filing the paper Form 5500-EZ with the IRS. These filers would be required to answer limited data from the 500-SF. However, in lieu of filing electronically using the 5500-SF, one-participant plans can elect to file using the paper Form 5500-EZ. The Form 5500-EZ will be available from the IRS and will be submitted directly to them for processing.

## **Schedule A**

- There are no major differences between the 2008 and 2009 Schedule A.

## **Schedules MB and SB**

- There are no significant changes between the 2008 and 2009 Schedules MB and SB.

# 2009 and 2010 Form Changes and Edit Test Changes

## Schedule C

- The Schedule C for 2009 has been modified to break out the reported data for persons receiving either direct or indirect compensation.
  - Item 1 of Part I of Schedule C now reports information on persons receiving only eligible indirect compensation
  - Item 2 of Part I of Schedule C now reports information on persons receiving direct and indirect compensation
  - Item 3 of Part I of Schedule C reports information on each person identified in Item 2 who is a fiduciary to the plan or provides one or more of the following services to the plan: contract administrator, consulting, investment advisory, investment management, securities brokerage, or recordkeeping, and (1) received \$1,000 or more in indirect compensation, or (2) or the plan was given a formula or other description of the method used to determine the indirect compensation rather than an amount.
  - Part II of Schedule C is a new section requiring information on service providers that fail or refuse to provide information necessary to complete this Schedule
  - Termination information on accountants and enrolled actuaries is now Part III of the 2009 Schedule C. For Plan Year 2008, this information was reported in Part II.

# 2009 and 2010 Form Changes and Edit Test Changes

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## **Schedule D**

- There are no significant changes between 2008 and 2009 Schedule D.

## **Schedule E**

- The Schedule E has been deleted from the 2009 reporting requirements.

## **Schedule G**

- Part I of the Schedule G has been modified in that the item numbers have been rearranged from the Plan Year 2008 schedule. The same information is being reported. For example, Part I (g) (detailed description of loan) on the Plan Year 2008 schedule is now Part I (c) on the 2009 Schedule G.

# 2009 and 2010 Form Changes and Edit Test Changes

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## **Schedule H**

- The 2009 Schedule H contains a new item under Part II Income and Expense. Item 2b(2)(C) has been added reporting the dividends for registered investment company shares, e.g., mutual funds.
- Items 4l, 4m, and 4n have been added to the Compliance questions on the Schedule H.
  - 4l – Has the plan failed to provide any benefit when due under the plan
  - 4m – If this is an individual account plan, was there a blackout period
  - 4n – If there was a blackout period, was a notice provided or was an exception to providing the notice applied

# 2009 and 2010 Form Changes and Edit Test Changes

## Schedule I

- A new item has been added to Part I Small Plan Financial Information. Item 2h has been added reporting the amount for administrative service providers (salaries, fees, and commissions). ■ Items 4l, 4m, and 4n have been added to the Compliance questions on the Schedule I.
  - 4l – Has the plan failed to provide any benefit when due under the plan
  - 4m – If this is an individual account plan, was there a blackout period
  - 4n – If there was a blackout period, was a notice provided or was an exception to providing the notice applied



# 2009 and 2010 Form Changes and Edit Test Changes

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## **Schedule R**

- A new item has been added to Part II Funding Information. Item 7 has been added indicating whether the minimum funding amount reported on Item 6c will be met by the funding deadline.
- Due to PPA legislation, Parts V and VI have been added to the Schedule R for Plan Year 2009. In 2008, this information was filed as attachments to the Schedule R.
- Part V reports additional information for Multiemployer DB plans.
- Part VI reports additional information for Single Employer and Multiemployer DB plans.

# 2009 and 2010 Form Changes and Edit Test Changes

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## Schedule SSA

- The Schedule SSA is no longer included in the 5500 package. Any SSA information for any plan year should be submitted directly to the Social Security Administration beginning January 1, 2010.
- A PDF copy of this schedule must **not** be included in the electronic submission of the filing.
- The SWDs may want to put a warning in their software advising filers not to include any privacy information, e.g., social security numbers, in the “Other Attachments” file or on any part of the filing submission, e.g., Schedule C Service Provider EIN.
- All completed filings will be disclosed to the public through EFAST2. No privacy data should be contained in the filing submission.
- Any questions regarding the SSA should be directed to the IRS.

# Product Release

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- Will depend upon the final release of the Form 5500 instructions.
- Currently we have a draft version of the instructions, but not a final/legal version that may be distributed.
- We will inform all preparer's of the release of our software and instructions.

# QUESTIONS?

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