

Q & A from DATAIR EFAST2 Webinar
Presented Live November 19, 2009

EFAST2 FORMS AND NON-EFAST2 FORMS

EFAST2 Forms – 2009 5500, 5500-SF, Schedules A, C, D, G, H, I, R, SB and MB

Q: Are we hearing you correctly that the 2009 Form 5500-SF may be paper filed?

A: No. The Form 5500-SF must be electronically filed. The 2009 5500-EZ is not an EFAST2 form and will be filed on paper with the IRS.

Q: Just to clarify, the electronic submission completely replaces the need to file a signed copy of the 5500? Will they be removing the place to physically sign the 5500?

A: EFAST2 is the submission of an electronic form that contains electronic signatures. Paper is not filed under EFAST2; however signed paper copies must be retained in the plan administrator's files, so the place to physically sign the 5500 will be retained.

Q: What is a 5500SF as opposed to a 5500?

A: It is a two-page form which includes information from Schedule I (assets and compliance questions) and Schedule R (funding). For Profit Sharing plans, or 401(k) plans, it will be the only form filed. Defined benefit plans will still attach the Schedule SB and a money purchase plan with a funding waiver will attach the Schedule MB.

Q: Sounds like its no longer optional to show yourself as the preparer of the 5500.

A: That question has disappeared from the 5500 altogether, which is good as you will not have to worry about your EIN, name and address being published on the EFAST2 website.

Q: What about Schedule A?

A: It is still a schedule which will be attached to the 5500, but not the 5500-SF. There are few changes to the 2009 Schedule A.

Q: Where can you view the 2009 forms?

A: The 2009 forms were published in the 11/16/2007 Federal Register and are available on the EFAST website.

Q: What size Plans will qualify for 5500-SF?

A: Small plans, or said another way, plans that would qualify to file a Schedule I if the 5500 was being filed. There are other requirements such as readily valued plan assets and waiver of the audit requirement.

Q: Is there any relief for a 2009 form which is a FINAL filing?

A: All 2009 forms must be filed electronically. If you are talking about a 2009 short plan year, filed on a 2008 form, it can be filed on paper as long as the filing is completed before 12/31/2009.

Q: Is it the same for Welfare and Fringe benefit plans?

Q: Are Welfare and Fringe Benefit Plans required to file electronically?

A: If the plans are required to file Form 5500, or 5500-SF, they must file electronically under EFAST2 the same as a pension plan is required to file.

Short 2009 Plan Year

Q: Perhaps I misunderstood, but did you mention that short year filings for 2009 can be made using 2008 paper forms until April 1, 2010?

A: There are two concepts with 2009 short plan year filings. The first is using the 2008 forms and completing the filing before 12/31/2009. The second is waiting until EFAST2 is active on 1/1/2010 when you will have until 4/1/2010 to complete the 2009 short plan year filing electronically.

Q: When will the 2009 forms be available to complete 2009 short year filings by 12/31/09?

A: If you plan to file the 2009 short year filings by 12/31/2009, you will use the 2008 paper forms. They are available now in Pension Reporter. All you need to do is open a 2009 plan year and complete the available 5500 forms. You must complete the filing of the short 2009 plan years on 2008 paper forms before 12/31/2009.

Q: For plans that terminated in 2009 and have a final filing (paid out in 2009), can we file a paper copy, rather than efast2 if done before 12/31/09? What if the final filing isn't submitted until after 1/1/10? Does it have to be done through EFAST2?

A: If you want to file the final returns for a plan which terminated in 2009 on paper, you can use the 2008 5500s and mail the filing to EFAST before 12/31/09. If you do not complete the filing before 12/31/09, or you know the filing will not be completed until after 12/31/09, you will have to use the 2009 5500 Series and file electronically thru EFAST2.

Q: Short plan year end filing---if a plan has a SPYE 6/1/09 thru 12/31/09---this is a 2009 filing, even though a short plan year end; can it be filed on a paper filing within the 90-Day period?

A: Only 2008 plan years can be filed on paper after 12/31/09. If your short plan year ended 11/30/09 instead, you would be able to file the 2009 short plan year on the 2008 5500s as long as

you completed the filing before 12/31/09. Any 2009 plan year filing (plan years that begin in 2009) that will be filed after 12/31/09 MUST be filed electronically through EFAST2.

Q: Can Form 5500-EZ for short 2009 year be filed on 2008 Form 5500-EZ before 12/31/2009?

A: Yes, it can be. This is under the same rule that has always been in place where you can use the prior year forms if the current year forms have not been released.

Q: Regarding short plan years, I have read that a paper copy of Form 5500 can be filed IF the plan assets were distributed by May 31, 2009. If the plan assets were distributed AFTER May 31, 2009, the Form 5500 could ONLY be filed electronically. Based on what was just said, ALL 5500's can be filed on paper form short plan years regardless of when the plan assets were distributed. I am right on this?

A: There was one group in the Pension Community which insisted on applying this interpretation to the 2008 5500 instructions regarding the 2009 short plan years. However, the IRS clarified at the 2009 ASPPA Conference that this was not their intention and that if the filing is completed before the 2009 5500s are released and available for filing (1/1/2010), the 2008 5500s can be used as long as the filing is completed before 12/31/2009. (It seems the government thinks we all wait until the last possible moment to file. Not sure where they would get that idea.)

Q: For plans that terminate, we would use a previous year's forms, scratch out the year & write in the new year. How will this work for electronic filing since we only have limited time to file final forms?

A: As long as your short 2009 plan year terminated plan filing is completed by 12/31/09, you can file on paper. (Scratching out the year on the top is of no value to EFAST. It is the dates that are typed in as the plan year beginning and plan year end that are included in the 2D barcode.)

The 2010 forms have been locked down and will be included in EFAST2 from 1/1/2010. Pension Reporter will include the 2010 5500 Series before they would be due for any plan terminating in 2010. (If distributions are completed in January, 2010, the 5500 filing is due by August 31, 2010.) Because the 2010 forms will be available, you will be able to use them for 2010 short plan years.

2008 Filing Years and forms

Q: I was told at a seminar that on 7/1/2010 the Post Office Box (POB) at Lawrence KS will be shut down BUT 2008 paper filings will be accepted until 10/15/2010. If POB is shut down, where do you send 2008 paper forms?

A: The actual transition dates from EFAST to EFAST2 are:

6/30/2010 – The last day to submit a 2008 electronic filing.

7/1/2010 -- All mail sent to the EFAST PO Box will be forwarded to EBSA (in

Washington DC) where timely 2008 filings will be entered into EFAST2. (This means you will continue to send to the Lawrence KS PO Box. EBSA will deal with EFAST 2008 filings after 6/30/2010)
10/15/2010 – Last day to submit timely 2008 filings on paper.

You will continue to mail 2008 filings to the Lawrence KS PO Box until 10/15/2010. Anything you mail to the PO Box after that will be returned to you.

Q: 2008 forms used for fiscal year plans can be filed on paper through Oct 15, 2010?

Q: 2008/2009 fiscal year plans 5500 can be filed on paper through 10/15/2010?

Q: Can plans with fiscal plan years beginning in 2008 file paper returns after 1/1/2010?

A: Yes, as stated above.

Q: For a plan year ending June 30, 2009, on a 2008 form, do we have to file a paper filing by 12/31/09, otherwise we are forced to use EFAST2?

A: For full plan fiscal years that begin in 2008, you will use the 2008 forms as you did for fiscal year filings that are due before 12/31/2009. Paper forms are mailed to the same PO Box shown in the 2008 5500 instructions. If you mean the plan year began on 1/1/2009, the short plan year rule – get it done and filed before 12/31/2009 – applies.

Q: I have a plan year end June 30, 2009 which is a 2008 Form due 2/15/2009. If I don't file by 12/31/2009, I need to do it electronically. Is that correct?

A: If the plan year was a full 12 months long (i.e., a regular 7/1/2008 thru 6/30/2009 year) you will prepare the 2008 5500 forms and file them with EFAST by the due date of 1/31/2010 or the extended due date of 4/15/2010. 2008 5500s can be filed on paper until 10/15/2010.

Q: So, if we have a 3/31/2009 year end plan, can we file that 5500 TODAY on 2008 form in paper form?

A: If the plan year began on 1/1/2009 and ended on 3/31/2009, you can use the 2008 form and file on paper as long as you complete the filing before 12/31/2009.

If the plan year began on 4/1/2008 and ended on 3/31/2009, you would file the 2008 forms on paper, assuming you have also filed a 5558 extending the filing due date to 1/15/2010.

Q: I thought all 2008 forms, including amended returns could not be filed on paper after 12/31/2009?

A: The 2008 paper filings will be conducted in accordance with the 2008 5500 Instructions until 10/15/2010. After that, EFAST2 will have to be used.

Q: If a final return for a plan termination, if there is no one remaining to sign, what are the options?

A: This question has been referred to the Department of Labor and as soon as an answer is given, we will post that answer on the DATAIR Discussion Forum on our website, www.datair.com.

Form 5558 – A Non-EFAST2 Form

Q: The 5558 is still a paper filing?

A: Yes. The 5558 is an IRS form and is not filed with EFAST2. You will have two types of filings for 2009 plan years in 2010:

1. 5500 and all schedules and 5500-SF with appropriate schedules are EFAST2 forms and are filed with the DOL under EFAST2, and
2. 5500-EZ, 5558 and 8955-SSA which are all filed with the IRS and will all be on paper for the 2009 filing year. Only the 8955-SSA may be electronically filed after that. We will have to wait for the instructions for the 5500-EZ and the 8955-SSA before we will know the filing address.

Q: How are automatic extensions filed? Are they filed electronically or paper?

A: Form 5558 will continue to be filed with the IRS on paper. The plan sponsor will receive an acknowledgement of the filing, which should be retained in the plan files in case of an audit. The 5558 will not be attached to the 2009 5500 or 5500-SF forms. There will just be a checkmark on the form to indicate that an extension was filed.

Q: What did you say about 5558's?

Q: Can you repeat what was said about Form 5558?

A: For 2009 filings the 5558 is not an attachment. You will only check a box that you filed the extension.

Q: Does the 5558 get mailed via hardcopy?

Q: Do you know if the Form 5558 will be filed electronically or by paper.

Q: Are 5558 Extensions filed online through EFAST2 as well?

A: Form 5558 is an IRS form only and is filed on paper with the Ogden, Utah address indicated in the instructions.

Q: Can the TPA transmit the 5558, or will it require a client to submit/transmit?

A: The 5558 will be filed as it has been in the past, so, yes, the TPA can file the Form 5558 for its clients. Your clients, the Plan Sponsors, will receive an acknowledgement letter from the IRS.

Form 5500-EZ – A Non-EFAST2 Form

Q: Is it true that owner-only employers don't need to use EFAST2—they can still file paper returns?

A: It is true. As long as owner-only employer plans are filed on the Form 5500-EZ, they are filed with the IRS on paper. An owner-only plan can choose to file a Form 5500-SF, if they qualify, but be aware that if one does so, the return is published on the EFAST2 website like every other EFAST2 filing. Not to mention the hassle of getting the Owner to electronically sign the form.

Q: Does that mean that Form 5500-EZ is not to be filed via EFAST, only paper form?

A: Yes. The 5500-EZ is filed with the IRS and is to be filed on paper only.

8955-SSA – A Non-EFAST2 Form

Q: Will the upcoming IRS 8955-SSA form be made available on Pension Reporter?

A: Yes. As we understand it regulations must be completed before the 8955-SSA can be released, so we expect to see the regulations released first and then the form. Considering that it is so close to the end of 2009, it is unlikely that the 8955-SSA will be released before 1/1/2010.

Q: Is the SSA to be snail mailed to IRS?

A: Yes. When the 8955-SSA is released by the IRS, the instructions will include the filing address. I encourage you to refer to it as 8955-SSA and not SSA to emphasize the difference between the Schedule SSA for 2008 and the New 2009 8955-SSA.

Q: What about filing Form SSA with Social Security Numbers?

A: I assume you are referring to the portion of the webinar which cautions you about showing a SSN on an EFAST2 filing as it will be posted to the EFAST2 website. The "SSA" is not an EFAST2 form. The Schedule SSA has been eliminated from the EFAST2 forms and is being replaced by the IRS Form 8955-SSA which can only be filed on paper.

DO NOT ATTACH A COPY of the Form 8955-SSA to the EFAST2 electronic 5500 filings. If the Form 8955-SSA form is not available at the time you are filing the 2009 5500s through EFAST2, DO NOT make up your own form to attach to the EFAST2 filing, instead wait for the Form 8955-SSA and follow its instructions. Do not hold the EFAST2 filing for the Form 8955-SSA thinking that because you provided the deferred vested participant data in the past you have to provide it with the 2009 filing. The data on deferred vested participants is no longer part of the EFAST2 filing.

Q: What do you do with the SSA forms then?

A: There is no Schedule SSA for 2009 filing year, so you will not be required to file it in 2010.

The IRS is issuing a new form, the 8955-SSA. When that form is released you will follow its instructions and file the 8955-SSA on paper with the IRS. Until the new 8955-SSA form is released, you will not be required to file the data you would have filed on a Schedule SSA.

Q: What about signature on the SSA? Will we have to have a signature on the new one?

A: For the 1999 to 2008 forms, the Schedule SSA was only required to be signed if the filing was for a governmental plan or a church plan not electing to be covered under ERISA. Since the Schedule SSA will no longer exist beginning with the 2009 forms, and the Form 8955-SSA has not been released, we cannot answer this question other than to say that since the Form 8955-SSA will be filed on paper, the signature, if required, will be wet. ☺

Q: Do paper copies of SSA's still need to be filed for 2009, in conjunction with the EFAST filing?

A: No. And don't even think about attaching the "SSA data" to the EFAST2 filing as you would, in effect, be publishing on the EFAST2 website all the names and SSNs of those included in the "SSA data". Separate the "SSA data" from EFAST2 filings in your mind. Effective for 2009 filing years, they are to be kept separate.

Q: Can the TPA mail the SSA or does the client have to sign it and mail it themselves?

A: Until the 8955-SSA and its instructions are released, we cannot answer this question.

CREDENTIALS FOR PLAN ADMINISTRATORS, PLAN SPONSORS AND TRANSMITTERS

Q: Can the client get their signing credentials NOW or have to WAIT until Jan 1, 2010?

A: EFAST2 does not go online until 1/1/2010, so the IREG program will not be available until then.

Q: Where do our clients go to obtain their signing credentials?

A: A website will be opened by the DOL on 1/1/2010. The URL is www.efast.dol.gov

Q: Can the TPA apply for the signers' PIN or does the signer have to do all this (lots of luck without help of TPA's)?

A: You may not apply for the Signer's PINs for them. You may assist the signer in obtaining his PIN by sitting with him and assisting him in navigating to IREG and navigating the IREG screens, taking a laptop to him to have him access IREG, or having him come to your office where you could have a computer available for signers' use.

Q: So the EFAST-1 will not need to be filed and signed, we will just do the EFAST-2 through IREG to set up our clients?

A: Yes and no. Yes, you are correct that the EFAST-1 form will not need to be filed and signed.

No, there is no EFAST-2 form. IREG has a series of screens that must be completed by the person asking for signing credentials. You will not be doing this for your clients. You may assist your clients in completing the screens, if your client comes to your office, or you go to theirs.

Q: Is it possible that we could get authorization from client for our file and we, as TPA, would have all signing credentials?

A: Might be, but as Software Developers we cannot assist you in this and we must tell you that the DOL vehemently frowns on this practice. Remember, there is that “Under penalty of perjury” statement on the 5500 and on the 5500-SF. If your clients can deny all knowledge of the filing because you have the SignerID and PIN, you have a major problem with DOL/EBSA. We do not recommend that you do this.

Q: As soon as the signer obtains their credentials will PR show the PIN field populated (with the encrypted PIN) so we could use PR as a way to know if our clients have obtained their credentials?

A: PR will not know about the signing credentials until your client has e-signed the published filing. In PR the only way to know if a signer may not have obtained his signing credentials is when he fails to promptly e-sign his filing. Pension Reporter has no access to IREG to know if signers have obtained their credentials or if they entered correct credentials.

Q: Is the PIN technically associated with the computer used to obtain the credentials? Or may a client bring information to my office and attached (?) through my computer?

A: The PIN is not technically associated with the computer used to obtain the credentials. It is, however, associated with the email address provided by the applicant when the credentials were applied for.

The PIN and Signer ID can be used by your client, the signer, on any computer in the world to sign an EFAST2 filing.

Q: I assume the client will have a way to get his from DOL PIN if he forgets?

Q: What if the employer forgot the PIN, will they have a chance to reset the PIN?

Q: What if the client loses or can't find their signer credentials?

Q: If a signer loses their user login and/or pin, how do they get their credential information again?

A: If the signer cannot remember his PIN, he can return to IREG to change his PIN and have it emailed to him. IREG will use the email address and security question to allow the change to

the PIN, so it is a good idea to keep track of the email address used if it is not the most commonly used email address for the signer. Or, the signer can call the EFAST Contact Center at 800-463-3278.

Q: I am a Sole Proprietor. I wish to obtain TPA credentials and sponsor credentials. Since I am the same person may I use same email for both?

A: They are different credentials, so yes; you will be able to use the same for both as long as you indicate that you will have both roles. You might want to have a different email address as the signer so that correspondence regarding your plan(s) is not mixed in with correspondence for your clients. However, if you have no employees, you will not need the sponsor (referred to as signer) credentials as the 5500-EZ is filed with the IRS on paper.

Q: If the authorized signer is a signer for more than one plan, does he/she need a separate signer ID?

A: No. The signing credentials are assigned to a person and not a plan.

Q: What about author credentials if you are a TPA?

A: Form Author credentials, as well as Schedule Author credentials, are only needed if you are going to process forms on IFILE. You will not need these credentials if you are preparing and processing the forms in Pension Reporter, however we recommend that you also apply for them so that you may use IFILE if needed..

Q: Are signer credentials unique to an individual or to the employer/plan sponsor?

A: They are unique to the individual. For example, if the signer leaves the employ of the plan sponsor, he takes his signing credentials with him.

Q: If all this information is published to the web, why is the DOL so concerned with the PIN being so secretive?

A: The DOL position has little to do with the security of the data. It does have a great deal to do with the accuracy of the data, the "Under penalties of perjury" statement and who to hold accountable for the filing.

Q: Is the process that at one point they get the signer credentials, and at a later date, sign the forms?

A: Well, the idea is rampant in the Pension Community that when EFAST2 opens you must get your credentials, see that your clients get their credentials and be ready to file 5500s by 1/2/2010. Since you have likely never filed 5500s on January 2nd of any year, it is unlikely you will be on the EFAST2 website on 1/1/2010, but will instead obtain them when you need them. You will need Transmitter Credentials in order to publish a filing for your client to review.

The truth of the matter is your clients can obtain their signing credentials at any time before they file. Internet access to IREG allows EFAST2 to provide signing credentials within minutes, instead of the weeks it took under EFAST. DATAIR recommends that if it looks like the filing will not be ready until the filing deadline; your client should have his credentials before then so there is no glitch on deadline day.

Q: Is there any feature in the DATAIR program that assists with the registration process or can that only be done through IREG?

A: Signing Credentials, or any EFAST2 Credentials for that matter, can only be obtained on the IREG website. There will be a link available on the website when your signers are reviewing their filings in case they have not yet obtained their signing credentials.

Q: If we have two different people signing (one as sponsor and someone else as administrator) do each have to obtain their own signing credentials?

A: Yes, each signer must have their own credentials.

Q: Does an employer who is plan sponsor and plan administrator have to get 2 signer IDs and PINs?

Q: If plan sponsor and plan administrator are the same entity, do they need 2 separate signing credentials and do they need to sign the form twice?

A: No, the signing credentials are for the person signing and not the position or plan for which they are signing. When the Plan Administrator and the Plan Sponsor are the same person, only one set of signing credentials are required. The filing must contain a plan administrator's signature.

Q: Will PR save credential ID when entered by sponsor at signing?

A: Only until the filing has been transmitted to EFAST2. As approved software developers we may not allow access to the PIN in the database. We will keep the Signer ID as that is not as sensitive as the PIN for the DOL. Additionally, if any data changes, we must erase any credentials from the filing.

Q: When we ask clients to obtain credentials, shouldn't we be directing this question to the officers of the company and not the HR Director or Accounting Manager?

A: It is the Officer(s) of the Plan Administrator/Sponsor who must have signing credentials, but the Human Resources Director or Accounting Manager may be your only contact. In this case, I would say that both need to be notified that the signing credentials are needed for the signers. If your client is a smaller company, then you probably have contact with the signer and the first notice would go to them.

Q: On the slide regarding to the "publish", you have the plan administrator signer information, is that automatically entered or uploaded when PR connected to EFAST?

A: The Name and Email Address shown are entered by the administrator when ready to publish the filing to the secure website. The Signer ID and PIN come from the secure website when the client provides them. The PIN will be encrypted in the EFAST2 release of PR, so it is unreadable on the screen. (We like to see it for testing purposes.) The signer ID and PIN are then put into the file that will be transmitted to EFAST2. After transmission, the PIN is erased.

Q: Can an accountant for a client be a “signer” or the sponsor only?

A: Weeeeeelllllll, maybe. While a CPA can hold a power of attorney to sign the filing, the 2848 is an IRS form that the DOL does not recognize. A CPA or other holder of Power of Attorney will use his own signing credentials to sign 5500s for his clients. We recommend you consult an attorney to assess any resultant fiduciary or liability issues that would result from signing a client’s return.

Q: I want to confirm that actuaries do not have to register themselves...p/o SB, wet sign and PDF file to transmitter, right?

A: An actuary will print and sign the Schedule SB or MB and create a PDF file of the complete signed form that will need to be included with the filing as an attachment. If the actuary is not preparing all of the 5500 filing, he can also provide the TPA with an export of the data from the Schedule SB or MB to eliminate the possibility of any differences between the data included and the pdf of the Schedule SB or MB.

Q: Please review how the TPA firm will register on IREG.

A: All registration for EFAST2 will occur on the IREG. EBSA’s first webinar covers IREG and how one will apply for credentials. Signers, Transmitters and Software Developers all use the same system for their credentials. A TPA firm using Pension Reporter will need to have transmitter credentials at a minimum.

Q: So, if I understand this right, if you are the person submitting the 5500, but not the one that signed it, you still need a set of credentials?

A: Yes, if you are transmitting (submitting) the 5500 to EFAST2 using Pension Reporter, you will have to have transmitter credentials. Pension Reporter can handle one set of transmitter credentials in the database at a time, so we recommend that you get transmitter credentials that will be used by all administrators at the firm.

Q: As a TPA, are the transmitter credentials coming from DATAIR or the DOL – where do we apply for those?

A: Transmitter credentials can only come from the DOL through the IREG system. You will be able to apply for them on the EFAST2 website after 12/31/09.

Q: Transmitter Credentials: can they be obtained for the TPA firm or must they be obtained on individual basis?

A: Transmitter credentials while for a person can be obtained for the whole firm.

Q: Does everyone at our company need to apply for transmitter credentials or just one person?

Q: If the TPA has several administrators, should each one obtain transmitter credentials, or use one for the firm?

A: If everyone accesses the same database, only one transmitter credential is needed. If everyone has their own database, then each administrator will need their own transmitter credentials. Note that if each administrator has their own transmitter credentials, management will not be able to see the status of all filings.

Q: Do multi-location practices need more than one transmitter credential?

Q: What if a firm has multiple locations – should we get one credential per location?

Q: Can we enter multiple transmitter credentials into Pension Reporter?

A: Only if each location has its own database. If the locations tie in to the same database, then only one set of Transmitter Credentials will be used. Pension Reporter has space for only one set of Transmitter Credentials to be entered per database.

Q: So, each TPA can only have 1 transmitter credential? Is that a requirement/regulations from the DOL? Or it is possible for 1 TPA to have 2 or 3 transmitter credentials?

Q: Will a TPA office be able to have one set of transmitter credentials for the office? Or will each employee of the TPA need separate transmitter credentials?

A: What we are saying is that Pension Reporter can have one set of transmitter credentials at a time in the database.

DOL has no regulation regarding the number of transmitter credentials a TPA firm can have.

Q: DATAIR offers plan-count based site-licenses with an unlimited number of users. If there are 7 workstations creating 5500s, each be able to use our Company Transmitter credentials?

A: If all 7 workstations are accessing the same database, then only one set of transmitter credentials is entered on the Set Up screen under Electronic Filing. If you have separate databases, then you will probably want separate transmitter credentials. OR, better yet, combine the databases so there is only one database. (Talk to DATAIR Technical Support first though.)

Q: Confusing, I thought the client can be responsible as the transmitter. The TPA is also considered the transmitter to check on returns?

A: On Pension Reporter, you can stipulate that the client will press the button to transmit the filing. The Transmitter Credentials in the file that is transmitted belong to the organization that licensed Pension Reporter.

Or, you can transmit the filing after the client has provided his Signing Credentials.

**PUBLISHING EFAST2 FILINGS FOR CLIENT REVIEW AND
E-SIGNATURE.**

Q: At the annual meeting, there was talk of forcing the client to print prior to being able to sign, will that be the case?

A: Yes. The signer will not be able to enter his signing credentials until the filing has been printed.

Q: Page 3 of your notes has signers email address, ID and PIN for publishing process. Who enters that?

A: You will enter the Name and Signer's email address when you are ready to publish the filing for your client's review. The Signer ID and PIN will come back from the secure website after your client e-signs the filing, so that they can be included in the file to be transmitted. As soon as the filing is transmitted, the PIN is deleted from the system, at the request of the DOL.

Q: Does your system allow for any changes to the 5500 by the sponsor/employer? Ie, the person we have listed as signer has changed.

A: The name and email address under Electronic Filing in Pension Reporter does not have to be the person who will sign the forms. The signer will provide his name when he e-signs the forms.

The forms themselves should not have a typed name on the 5500 or 5500-SF when they are published for review, as that would require changing the filing and beginning again. By allowing the signer to provide his name when he e-signs, the number of changes that will have to be made to the filing are limited to only information on the form that the signer believes is wrong

Q: Signer can't directly make changes in the form?

A: There is no mechanism for the signer to make any changes to the forms as the signer only sees the pdf of the forms and can not make changes there.

Q: If you find that after publishing the return that the client has given you an incorrect email, is it easy to republish and resend to the client?

A: Since the email is sent through your email system, you can find the email that went to the wrong address and forward it to the right address. The email address is not part of the filing

itself so having a wrong email address only affects client communication that the filing is ready for review.

Q: Once published, can the plan administrator manipulate the electronic file?

A: The Plan Administrator will not be able to access the electronic file. He/she will only have access to the pdfs of the filing and will have the ability to enter their signer ID and PIN. If you have indicated that the Plan Administrator is responsible for submitting (transmitting) the filing to EFAST, the Plan Administrator will have access to the transmit button.

Any change to the electronic file will cause PR to delete the Signer PIN. No changes are allowed after signature.

Q: How long will you keep the published form before the signer has to do his thing?

A: It is not so much how long will we allow the filing to stay, but how often we nag you about it. You could do the filing in March, and it not be signed until July. As long as the filing has no changes, and there are no EFAST2 changes that impact the filing, the filing can sit there. We have not yet determined our “nagging” schedule, but we will probably be more adamant about it the closer we get to the filing deadline.

Q: Can we block client from making changes to the form when it is sent to them via the secure site?

A: Your client will not have the ability to change the forms on the secure website. Changes can only be made in Pension Reporter.

Q: Can the form be published with an open question that the Sponsor must answer prior to printing and e-signing?

A: No. The filing that is published is locked. If you need additional information to complete the forms, you should attempt to obtain the information before you publish the filing. If that is not possible, the filing can be done with the question unanswered. The Acknowledgment file will list the unanswered questions that are required. Filing with unanswered questions will stop the clock on any penalties, but will require an amended filing which will require publishing and E-signature before transmission.

Q: Once transmitted by the TPA, who is a transmitter, is the 5500 considered to be filed even if it has not yet been signed? I am thinking of this from a timely filing standpoint.

A: As long as the filing can be processed, meaning the electronic file can be read by EFAST2, the clock will be stopped. There is an edit test which would stop processing if the Plan Administrator’s USERID and PIN are missing. This means you would get an Acknowledgment that would include the error. The errors listed in the Acknowledgment file are also reported to the IRS and the DOL auditors. If you have many of these, I believe it is feasible that you will have a visit from a DOL auditor who will want to audit your firm and not your clients’ plans.

Q: Do I include the Schedule SB attachments in the same file as the Schedule SB?

A: By “the Schedule SB” I am assuming you mean the pdf of the signed Schedule SB. Because each attachment must be included in the filing under its DOL designated name attachments must be in separate pdf files. So the signed Schedule SB pdf file has its own designated attachment name. Each of the other attachments will have their own designated attachment name. Pension Reporter will have a dropdown list of the attachments for you to choose the designated name for each of the attachments you need to attach. This will be somewhat challenging for Schedule SB.

So the short answer to the question is No. They must be separate.

Q: Will independent audit reports be attached as a .pdf?

A: You will need to ask the auditor to provide you with a .pdf of the signed audit report for you to attach to the filing. If the auditor is unable to provide you with the .pdf, you will need to scan the report to a pdf to attach to the filing. Most auditors will be happy to provide a pdf file for you.

Q: Is there a way to tell the system which option you are using?

A: I am assuming that you are referring to the transmission option. You will set a default level of transmission for all plans under Electronic Filing – Set Up. If you choose to change the transmission option for a specific plan, you can indicate that on the Filing tab in Electronic filing.

Q: Can we (TPA) save a pdf copy when we publish to client?

A: You can print the forms to a pdf file.

Q: In option 2, how is the TPA notified that filing is signed?

A: The status of the filing will change to Signed – Ready for filing. It is recommended that you utilize the Plan Status activity that will be under the Activities bar. You will be able to review any filing status, but the Signed – Ready for Filing is the most important.

The Multiple Plan Operations activity will provide you with a list of plans that have been signed and are ready for filing when you are ready to transmit a filing batch.

Q: In Option 1, the signer enters the TPA’s credentials, meaning their electronic signature?

A: The signer may only enter their own signing credentials on the secure website. The TPA’s credentials (Transmitter credentials) are entered in Pension Reporter and are included in the electronic file for transmission to EFAST2. The signing credentials are encrypted and brought

back from the secure website into Pension Reporter and are included in the electronic file which has the TPA's transmitter credentials for the TPA to transmit.

Q: How will we handle Accountant's reports, do we attach to Schedule H, do the CPA's file separately?

A: A signed Accountant's report must be attached to a Schedule H for a large plan, and to the Schedule I for a small plan that has not elected to waive the audit requirement. CPAs will not be filing the Accountant's report separately. The report must be included in the EFAST2 filing.

Q: What about copies to CPA's or others. Can this be done electronically?

A: You can always print the 5500s as pdfs and the attachments are electronic files, so you can always provide copies electronically for the CPA's or others.

Q: How much time between finishing the form on PR and the email being sent to the signer?

A: It is not when the forms are finished; it is when the forms are published for the client's review and e-signature. The publishing and email notification are part of the same function, so minutes would be the answer, depending on the firewall on your email system.

Q: Is the email notification from one particular member of our staff, or can we specify a member for each plan?

A: The email notification is from the person who is publishing the filing for client review on a plan by plan basis.

Q: Is Filing Transmission option (client presses the transmission button or TPA transmits after signature) client specific or TPA specific?

A: You can set a default option for your Pension Reporter system as well as changing that default to a specific option for a specific plan.

Q: How would you attach something by mistake (like the VISA bill example) when you are publishing directly from DATAIR?

A: Attachments can be stored anywhere on your system. If you have separate folders for each of your clients, you might want to have a separate sub-folder for a pdf of the 5500 forms and the attachments to limit the chances of someone startling you, or a muscle spasm, or those mysterious Windows moments when you end up on some totally different screen and you selecting the wrong file to be attached. You may also want to consider an attachment naming convention for your office so that you are sure of what you are attaching.

Q: Will amended filings need to be re-signed?

A: Yes. Amended filings are changes to the original filings and must be published to the secure website, printed/reviewed/signed and e-signed by the Plan Administrator and Plan Sponsor before transmission to EFAST2. Remember that once the original filing was transmitted to EFAST2, the signer PIN was deleted from Pension Reporter so it must be provided by the signer for amended filings.

Q: So DATAIR is NOT used for clients to enter signing credentials?

A: The Pension Reporter software that is installed on your computer is not used for clients to enter signing credentials, unless they are in your office. Pension Reporter communicates with a secure website where you publish the filing and the electronic file for your clients to review and e-sign. The secure website then communicates back to Pension Reporter with the signer credentials.

The short answer is “Yes, DATAIR is used for clients to enter signing credentials.”, because you can not access the secure website without Pension Reporter.

Q: Does the TPA decide who pushes the transmission button...TPA or Sponsor?

A: Yes. You will have a default setting that you expect to use for all of your filings and then when you are getting ready to publish, you can designate a different setting for that particular plan. The Sponsor will only have the ability to decide not to press the button if you decided he is responsible for the transmission.

Q: Can you please explain more about “publishing”. I am a CPA and use DATAIR for compliance and plan doc – but not for 5500 (forgive me I use Creative Solutions). What does publish mean? Is the client somehow accessing DATAIR software? I’m considering switching to Pension Reporter because CS can’t seem to tell me how the client will sign the 5500 when they can’t access the CS software. I need to understand this – thank you ☺

A: Publishing is the term we use when you use Pension Reporter to upload a pdf copy of the 5500 Series forms you prepared and pdf copies of all attachments to a DATAIR-provided secure website.

Your client is directed, by email, to go to the secure website to review, print and e-sign the 5500 Series. The secure website is added onto Pension Reporter, but it does not have all of the capabilities of Pension Reporter. It does communicate with Pension Reporter and will send the signing credentials back to Pension Reporter so that the electronic file can be finalized and transmitted to EFAST2. So the short answer is “yes, your client is accessing DATAIR software.

If your client has internet access, or comes to your office if he doesn’t have internet access, your client will be able to access the secure website. You will only have to worry about solar flares keeping your client from being able to access the secure website and e-signing the filing.

Q: Can the copyright be removed on the sign on screen?

A: Yes.

Q: Will we (the TPA) be notified once the plan sponsor has signed the EFAST2 filing?

A: You will be notified that there are filings that have been signed and are ready for transmission when you open PR. You will be able to check for Signed –Ready for transmission filings at your convenience. We would recommend that you establish a routine for checking for Signed-Ready for Transmission plans.

Q: All of our workstations with PR go out to the Internet. All workstations can publish to the web for signature of the 5500s they complete?

A: Yes.

Q: If client needs to download a free Adobe reader, do we need to put that in our customized email letter, or will that link or statement be somewhere in the signing ceremony?

A: The link will be in email notification, so if you are modifying the email, you will want to keep the link. There will also be a link for the signer to go to Adobe to download the reader when they are on the secure website.

Q: Will you need to attach a pdf of the extension?

A: No, you will just have to indicate on the 5500 or 5500-SF which extension you are relying on; Form 5558, automatic extension, DFVC program or a Special Extension.

Q: How do we get the Form 5500/schedules from PR system into a pdf file?

A: Creation of the pdf file is part of the Publish function of Pension Reporter when you publish a filing to the secure website for client review. You will also have the ability to print the forms to a pdf file using the DATAIR pdf printer for your files.

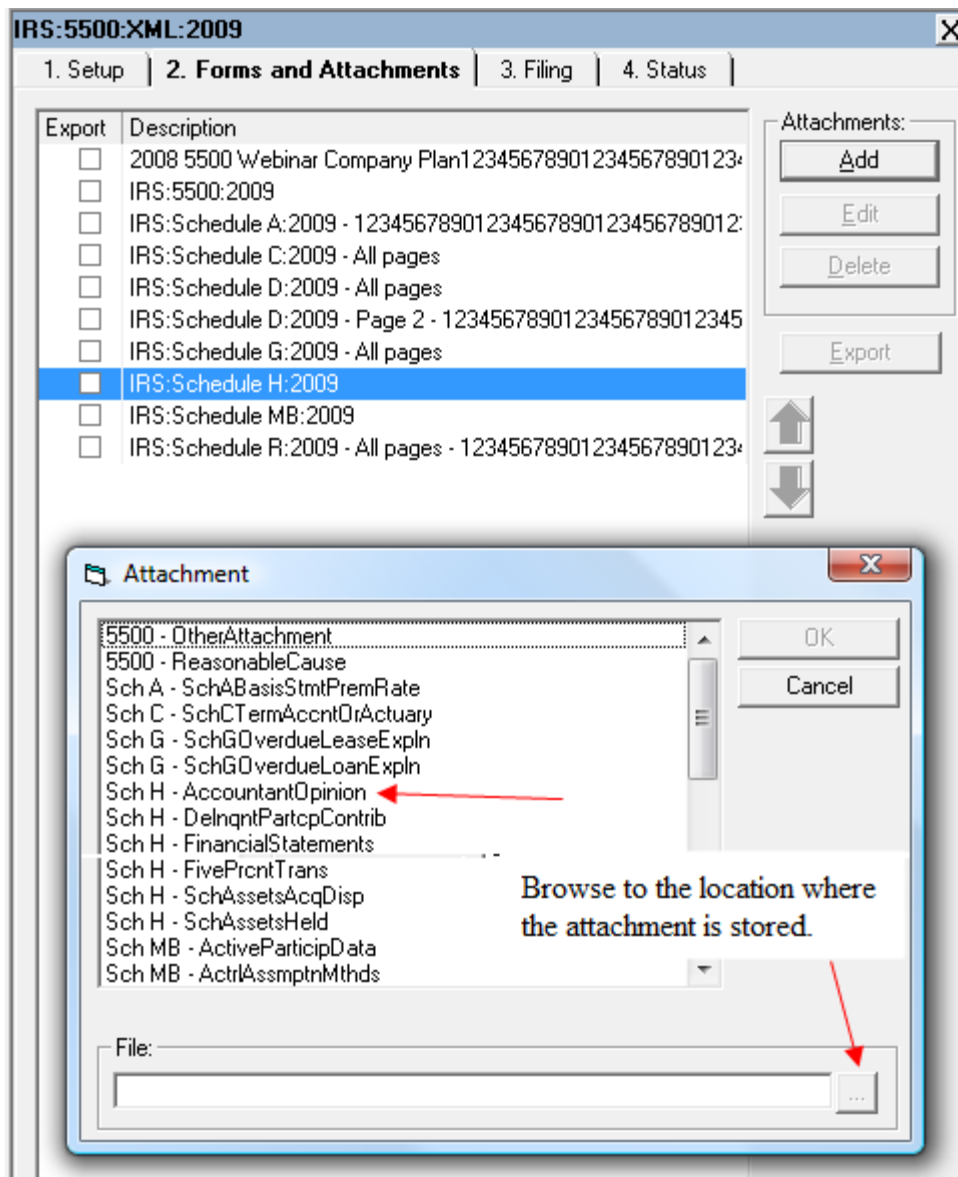
Q: Can we modify the email that the client receives re: the 5500 being ready for electronic signature?

Q: Can we edit the wording in the email notification that is sent when the TPA publishes the forms?

A: Initially, you can manually change the email notification. We plan to allow you to set default emails for your office in Pension Reporter.

Q: What is the actual process for attaching an audit to a filing? What are the auditors obligated to provide to this end?

A: Let me answer the second question first. Auditors are required to provide a signed audit report. Most auditors will provide a pdf of the report, with the signature, so that they can



Once you have attached all the attachments for all of the schedules, you can go on to the Filing tab and publish the filing.

Q: Gary, are audits simply attached in PDF?

A: Yes, as discussed above.

Q: If the email sent after publishing the 5500 goes to someone other than the actual signer is there the ability to modify the text of the email to advise who needs to log on via the link provided and sign the form?

A: Yes. Pension Reporter only accesses your email system, so changes can be made to the wording.

Q: When the DATAIR website informs us that a filing has been accepted etc., to what email address is this notice sent. Is it the email address of the filing credentials or the email address of the administrator who uploaded the forms to the DATAIR web site?

A: If you mean that the client has accepted the filing, the email notice will go to the administrator who published the filing.

If you mean that EFAST2 has accepted the filing, that is a download function that Pension Reporter will perform automatically into your database when you open the system, or manually when you need to check a particular filing. The EFAST2 status will be under Electronic Filing Tab 4 "Status". There will also be the ability for you to determine the status of all of your plans at one time under the Activities Bar.

Q: Please explain the requirement, if any, as to paper copies of the 5500s and the requirement, if any, for the client to sign the paper copies.

A: The draft instructions state "Plan Administrators and direct filing entities are reminded that they must maintain an original copy of Form 5500 annual return/report, with all required signatures, as part of their records. Filers may use electronic media for record maintenance and retention, so long as they meet the applicable requirements." DOL reg. 2520.104a-2(b) states, "Nothing in paragraph (a) of this section is intended to alter or affect the duties of any person to retain records or to disclose information to participants, beneficiaries, or the Secretary." It seems to me that signed paper copies, or electronic images of signed paper copies, must be retained for all federal filings.

Q: Is there a way for accountant or actuary to add their scanned reports themselves, or do we have to get them from them first and then add them ourselves.

A: You will have to have the attachments saved somewhere on your system in order to attach them to the filing when you publish them, so you will have to get the pdf files and attach them yourselves. For the Schedule SB or MB, the actuary should be able to export the form data so that you can import it and include it in the XML. Remember, for the Schedule SB and MB, you need to have the completed form in Pension Reporter AND a pdf of the signed form on your system to publish the filing.

Q: Did I understand you to say that you think that using a converting program such as PDF995 is preferred solution to using a scanner (presuming you have one) and if so...why?

A: PDF995 is inexpensive and easy to use. Scanning can create a very large file. Also, scanning may result in poorly aligned copies.

Q: Where does the signer comment on things they see on the 5500 that needs to be corrected or changed prior to transmitting?

A: At this time, your client will have to contact you outside of the Pension Reporter system.

TRANSMISSION OF E-SIGNED FILINGS TO EFAST2

Q: If client transmits, does the TPA get a notification when it is transmitted?

Q: If the client is the signer/transmitter will error notifications go to the client and TPA or client only because they are the transmitter?

Q: If the client submits the return to IFILE after reviewing it, will PR give us a listing of any error messages from the DOL on that filing?

A: Yes. The notification will be an update of the filing status under Electronic Filing Tab 4 "Status". In Pension Reporter, the TPA is always the Transmitter, even though the Plan Administrator/Sponsor presses the Transmit button.

The client will be transmitting to the IFAS portion of EFAST2 and not IFILE. IFILE is the part of the EFAST2 online program where the forms are created and e-signed. Pension Reporter's involvement with IFILE is limited to exporting form data for a plan for import into IFILE or for importing data from IFILE for form data that has been exported from IFILE.,

Q: Is TPA transmission same as entering information on P2 of 5500: data published with the form?

A: I believe you are referencing the Preparer Information in Question 5 which was optional and somewhat problematic in the information shown. This item has been removed from the 2009 5500 Series, so there will be no publication of Preparer Information on the EFAST2 website. The DOL is not gathering TPA data in EFAST2.

Q: Are we going to be able to shut off the option that allows the client to send the 5500 directly to EFAST?

A: You will be able to set the default setting so that your organization only can press the button to transmit the signed filing. This means that your client will never see the 'transmit' button on the secure website.

Q: Who picks the options for transmitting? Sponsor or TPA?

A: TPA. The choice must be made before the filing is created for publishing to the secure website.

Q: If we plan on transmitting for our clients, on their "Step 3: Return Ready for Filing", will the button giving them the option to file the return appear?

A: The transmit button will not appear for your client on the secure website if you set the transmission default to indicate that you will be transmitting all filings.

Q: What are the additional liability issues involved when TPA is required to serve as the transmitter?

A: Additional liability issues? Actually, no more than if another organization were to serve as the transmitter as you are still the preparer with the relationship with the plan sponsor/administrator. Regardless of who “pushes the button” to transmit the filing, the TPA has some level of responsibility/liability under EFAST2. If another organization is to serve as the Transmitter, it is unlikely they will accept any liability for late filings under normal circumstances.

Realistically, late filings are probably the only liability issue you will face under EFAST2, assuming you use due diligence to complete the forms. Clear communication with your client is needed as to a cutoff date when you will no longer accept any responsibility for meeting a filing due date if data has not been received from your client and a cutoff date or timeframe for accepting responsibility for transmitting the prepared filing if your client fails to timely sign the filing. These cutoff dates or timeframes may require a change in your service agreement with your clients.

Your processes need to be backed up a bit timewise. You will want to make sure that you have completed the forms and published them for e-signature BEFORE the filing due date. Try to eliminate last minute work. If your clients, or your office, have a tendency to procrastinate, mentally change the filing deadline to 7/25 and 10/10. There will still be a few clients who will delay and delay and you know which ones they are. You will want to consider telling them that if they can not meet your data and e-signing requirements, your fees to prepare the Delinquent Filer Voluntary Compliance package will be \$X. (Sometimes money talks.)

Q: Did I understand correctly that DATAIR clients (us) will have sole responsibility for transmitting the 5500s and that clients will not have the option to transmit on their own? If so, will the client receive any type of confirmation from DOL that the return has been filed?

A: DATAIR clients (TPA) must have Transmitter Credentials in order to publish the filing for the client to review and e-sign. It is then up to the TPA to determine if he wants the Plan Administrator/Sponsor to actually press the button to transmit the filing or if he wants his office to press the button to transmit. This decision can be made for all plans, or on a plan by plan basis. Communication from EFAST2 regarding the filing will come to the TPA regardless of who presses the button to transmit. The file that is transmitted will have your Transmitter Credentials in it regardless of who actually presses the transmit button, which tells EFAST2 who to communicate with regarding the filing.

Q: How long of a delay under option 2?

A: I am assuming you are referring to the Plan Administrator/Sponsor pressing the transmit button. EFAST2 will send an Acknowledgment file back which Pension Reporter will file so that you can access it on Tab 4-“Status” under Electronic filing for the individual plan. The acknowledgment file should be returned from EFAST2 within minutes, but it could take longer during heavy filing periods.

Q: My computer is connected to the internet will I be able to use the Pension Reporter to transmit the 5500?

A: At least one computer in an office with a central Pension Reporter database must have internet capability for 5500 filings to be published for client review and signature and to be transmitted to EFAST2. If each computer in the office has its own database, then each computer must have internet capability.

Q: Can we transmit one plan at a time? Or do we transmit all of the plans at once?

A: Whichever process makes you the most comfortable is possible in PR. In all likelihood, you will be submitting on a plan by plan basis until July and then you may want to switch to the batch transmission method as the filing due date gets closer.

Q: With regard to clients with communication problems, can the 5500 still be filed manually? I like to get the returns off my desk and onto someone else's?

A: ALL 2009 5500 filings must be filed electronically. There will be no manual filing of the 2009 5500s. Instead you will have to be creative with your challenged clients. You might choose to take a laptop to their office and assist them in getting their signing credentials and e-signing their forms. Or you might have them come to your office where you can assist them. Or you may have to refer them to one of their employees who can help them. Or, as a last resort, send them to their local library.

Q: Will we be able to see when the return was signed and submitted to DOL/IRS?

A: Yes, you will know when the filing was signed, submitted and received by EFAST2. Tab 4 "Status", under Electronic filing will show this information at the plan level. There will be another function in PR which will allow you to see the status of all your plans at one time.

Q: Will PR connect automatically to EFAST or does the user "refresh" the view for updated status?

A: Pension Reporter will automatically connect to get the Acknowledgment files when you open Pension Reporter, or you will be able to get the Acknowledgment files manually on a plan by plan basis.

Q: You will have checks and balances in PR, so that it should be unlikely that a filing would be rejected, right?

A: To be an EFAST2 approved software developer, we must include all of the edit checks provided by EFAST2. We will also ensure that the file that you send to EFAST2 will meet the requirements to be processable by EFAST2. While we will notify you of any violations of the edit checks when you are entering the data and when you batch print or create the filing for publication, EFAST2 requires us to allow you to send the information you want to send. The edit check violations will be more understandable and will be printable in the EFAST2 release of PR.

It is interesting that when I was researching another answer, I noticed that the DOL regulations referenced the requirement that the filing be complete, meaning that all answers have been provided and all attachments attached or that the filing would be rejected by EFAST2. Luckily, EFAST2 will not be imposing those requirements for this first year of mandatory e-filing. Whew! Unless ERISA is amended, look for more stringent requirements for filing answers about 2 years into EFAST2 filings.

Q: If each worker is using a different database, will that be a problem with PR connecting to EFAST2 to get the results? Or will each database just be updated with its own data?

Q: We have multiple workstations, how does the feature work with PR connecting to EFAST to retrieve status information.

A: As long as each workstation with its own database is connected to the internet and its own transmitter credentials, each database will be updated with the information for that database.

If there are only one set of transmitter credentials, the first machine that connects with the internet will be updated with all the Acknowledgement files. This is problematic. So, you might want to ensure that either you have transmitter credentials for each Pension Reporter database, or you will want to combine the databases and use only one transmitter credentials.

Q: If TPA has one location with several databases, should it use multiple credentials?

A: Yes. EFAST2 will send the acknowledgment files that are available to the information it has available on the transmitter. EFAST2 will not recognize different databases for the same transmitter credentials.

Q: Do multi-location practices need more than one transmitter credential?

A: If all locations are accessing the same Pension Reporter database, no. If there are different databases, there needs to be different transmitter credentials.

Q: How is a timely filing determined, the date we file the 5500 or the date it's signed by the Plan Sponsor?

A: The determination of timely filing will be the substantially the same under EFAST2 as it was under EFAST. Under EFAST, the date the return was postmarked was the date of filing. Under EFAST2, the date the forms are transmitted to EFAST2 is the date of filing. Timely filing would be if the filing date is on or before the filing due date.

Q: What if internet connection and/or computer fails when near deadline? Is there any way then to have a timely filing as one can no longer go to the post office at the last minute?

A: This is an issue that the DOL expects you to solve. (Apparently, internet connections "Inside the Beltway" is never an issue)

First, rethinking “last minute” would seem to be mandatory. You will need a buffer to get all of your filings done before the filing due date.

Second, developing the habit of submitting all signed filings as soon as practical even though they are not due until 7/31 or 10/15 would help to prevent timely filing issues.

Third, backup backup backup your database. If your computer fails, assuming it does not fail on the filing due date, you will be able to purchase a new one and get Pension Reporter and your database installed so that you can transmit. It helps to know where you filed the most recent Pension Reporter CD should this happens.

If the internet connection fails, and it is regionwide, I believe you can request the DOL/IRS to recognize the failure and not impose late filing penalties. This request and the DOL/IRS will happen outside of EFAST2 and Pension Reporter.

Q: So are we using DATAIR’s website as a 3rd party vendor or filing through the DOL filing website?

A: You are using DATAIR’s secure website to publish filings for your clients to review print and e-sign. (and maybe have the client transmit, if you so choose.) You will be using your computer and the Pension Reporter program to access the Internet to transmit the forms.

Q: Can we still see the status of our plans if the signer transmits?

A: Yes. Even though the signer presses the transmit button, you are still the Transmitter so EFAST2 will send you the Acknowledgment file with the filing status.

TRAINING

Q: Will you provide step-by-step instructions for the TPA and Plan Sponsors for submitting and signing the filings?

A: Yes, but it will be an ongoing process. Instructions for the TPA will be included with the release and the instructions for the Plan Sponsors will probably be in the following update.

TECHNICAL AND OTHER ISSUES

Q: What government “guidance” have you used to base the details of this presentation and answers?

A: The mandate for electronic filing and the 2009 5500 Series forms were published in the Federal Register on 11/16/07 and are available on the EFAST website. The three DOL webinars explaining EFAST2 provided some of the information. These webinars are available on the EBSA website. As software developers, we have been provided with draft instructions of the

2009 forms and edit check information so that we may program the Pension Reporter appropriately. The rest of the information came from Pension Reporter programming itself.

Q: Does PR license permit software on primary computer and laptop (use to visit client without technology)?

A: Pension Reporter licensing is based on a site license basis. Itinerant use of a laptop outside the licensed site is considered part of a location, so there would be no additional licensing fees for installing PR on your laptop. (Actually, if you are taking the laptop to a client's office to assist them in accessing the secure website, you would not have to install Pension Reporter, as you will not be using Pension Reporter itself for that function. Downloading the signerID and PIN and transmitting the filing from the laptop would require that Pension Reporter be installed.)

Q: How will the Pension Reporter connection be affected by firewalls?

A: The short answer is that it depends on your firewall. The long answer is that Pension Reporter has to be able to access EFAST2 and the DATAIR secure website without any interference by a firewall. Your IT person should be able to designate acceptable websites that can get through the firewall. Our Technical Support Team has helped other users complete EFAST e-filing when firewalls were involved.

Q: Since the email is going to come from us as TPA – if we have an invalid email address – will the email bounce back to us so we know to follow up for a good email address?

A: Pension Reporter will access your email system and your email system will send the email, so if the email bounces back, it will come to your email system.

Q: Do you know of gmail or yahoo emails go away after a certain number of days of inactivity?

A: I believe they go inactive, but you can reactivate it. No idea if there is a final date that you can't get back in.

This needs to be a consideration when your client gets his signerID and PIN. EFAST2 uses the email address as one way of recognizing the signer. If the email address is changed, he might possibly have to get new credentials.

Q: We have encryption software on our email, will publishing trigger an encryption?

Q: Our email system automatically encrypts messages that contain "sensitive" data (including numbers). Will this impact the email that will be sent to the client when 5500 is ready to be signed?

A: The actual publishing does not access your email system. Only the email that is sent when the filing is published will access your email system and encryption will apply as normal.

Q: Do you need faster upload speeds for this process?

A: Not knowing what speed you currently have, it is not possible to answer your question here. If you can download PR Updates from our website, you should not have a problem with transmitting files. The key would be to try in April, when you have completed filings ready for transmission and don't wait until the last minute. Our Technical Support Team will be available to assist you, during our regular business hours.

Q: Where can I get more information about the intranet rules?

Q: What is the due date for posting the 2008 forms to a company's intranet?

A: The intranet rules come from PPA and while the law has changed, the regulations have not been updated. If you go to the Pension Reporter Discussion Forum at www.datair.com and search for "intranet", you will find two threads that discuss the intranet requirement and includes reference to the ERISA section 104 that mandates the posting and the posting date of within 90 days of the filing of the 5500s.

Q: If we are switching from another 5500 provider/software, is it possible to import client info into your system in a mass file so that each client must not be set up new separately?

A: We do have some conversion ability. This is something we can talk to you about outside of the webinar. Thanks!

The key point here is whether you can get data out of the other provider's software. If you can get it out, we can show you how to get it into PR.

Q: I thought I read that a mailing from DOL or EFAST was going out to prior 5500 filers in December discussing signing credentials, etc. Do you know if this is true?

Q: Is the DOL doing a mailing campaign to 5500 filers telling them post 2008 returns need to be filed electronically and that they have to get signer credentials?

Q: Also – I attended a webinar wherein the speaker indicated the IRS is sending notification letters to the employers...do you know of this action?

A: Yes, DOL will be sending a postcard to anyone who has filed a 5500 with EFAST to inform them of the mandatory e-filing. Keep in mind this will be a postcard, so the information is intended to be a notice only and provide the filers with information on accessing the DOL webinars and IREG.

Q: Is EFAST2 filing required for plans maintained in Puerto Rico?

A: Yes. If the plans are otherwise required to file, they must use EFAST2 to file 2009 filings.

Q: Is there any way to test this process?

A: Not from your end. We are working feverishly to ensure your EFAST2 filing experience goes smoothly and are performing all testing for you.

Q: Do you have any suggestions for those who don't use the internet and don't have access to email?

A: I hope you are referring to the Signer. ☺ My suggestions would be:

Ask if they have a computer savvy employee who can help them access the internet, get an email address, obtain their signing credentials and review/print/e-sign their return. (There is no information shown on the forms that will not be published to EFAST2, so having an employee see the filing is no big deal.) If there is no computer savvy employee, is there a grandchild who could help.

Take a laptop to them and do a mini-course on accessing the internet as you help them access IREG and the secure database.

Have the client come to your office and use your computer where you will do a mini-course on accessing the internet as you help them access IREG and the secure database.

Suggest they visit their local library which probably offers a training class on accessing the internet and getting an email address. The library will also provide access to a computer so that they can get their signing credentials and review and e-sign their forms.

Q: The latest DOL EFAST webinar spent about 20 minutes on EFAST2; the remaining time was mostly discussing Schedule C changes; not very informative, plus Schedule C speaker was boring!

A: Face it, the Schedule C is boring. The other two webinars are informative on the IREG and IFILE systems. The first one focuses on IREG and IFILE only and the second one brings in how IFILE works with approved software developers.

Q: Will the cost for the 5500 software increase for EFAST2?

A: There is no anticipated increase in Pension Reporter licensing or support fees for EFAST2.

Q: Will you be providing some generic information we can provide to our clients to instruct them on the whys and hows to file? Thank you.

A: After January, we hope to be able to provide something which will instruct your clients on how to use the secure website to review/print/e-sign their filing and, if necessary, to access the IREG website to obtain their signing credentials. It will be specific to Pension Reporter. A generic webinar is available on the EBSA website, in the lower left corner under Compliance Assistance. After you click on webinars you will want to click Part I under "Getting Ready for 2009 5500 and Electronic Filing".

Q: What about 1099Rs. Due January 31?

A: The 1099R module in PR is separate from the Annual Reporting (5500) module and is not related to EFAST2. The required mailing date to recipients is still 1/31, paper filing due date is February 28th and electronic filing of the 1099Rs through the FIRE system is 3/31.