

How to Submit a Request to PBGC: Refund Request

My Plan Administration Account (My PAA)

Last Updated: July 30, 2024





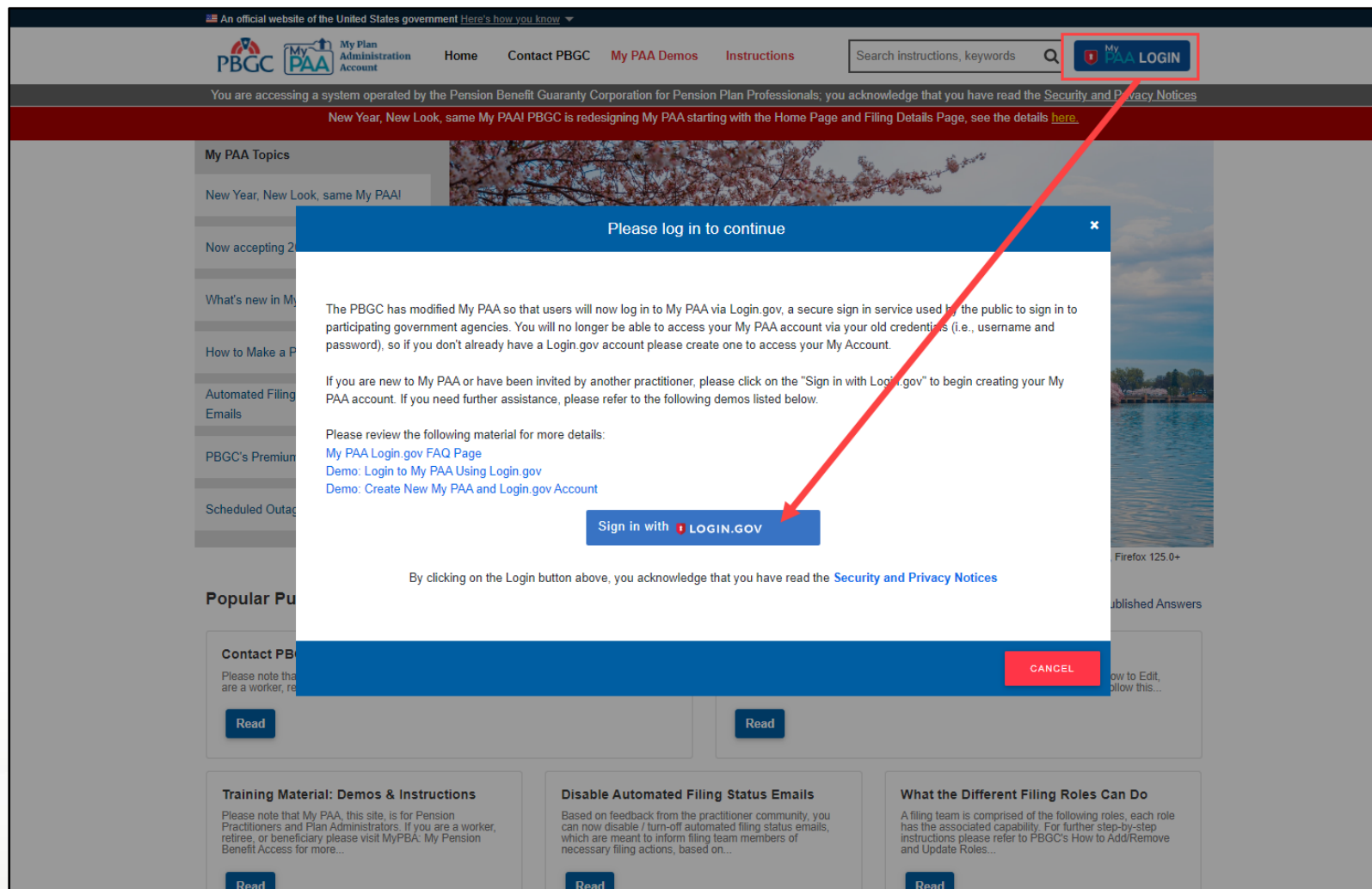
Step-by-Step Instructions

PBGC

How to Submit a Refund Request

Login

- From the Home Page, click on the “My PAA Login” button to log in.
- You will need to log in to your Login.gov account to access your My PAA account.
 - For more details and step-by-step instructions on how to access your My PAA account via Login.gov please view PBGC’s [How to Log in to My PAA Using Login.gov?](#) Published Answer.



The screenshot shows the My PAA website interface. At the top, there is a navigation bar with the PBGC logo, "My Plan Administration Account", and links for "Home", "Contact PBGC", "My PAA Demos", and "Instructions". A search bar is present, and a "My PAA LOGIN" button is highlighted with a red box. Below the navigation bar, a message states: "You are accessing a system operated by the Pension Benefit Guaranty Corporation for Pension Plan Professionals; you acknowledge that you have read the Security and Privacy Notices". A red arrow points from the "My PAA LOGIN" button to a modal window titled "Please log in to continue". The modal contains the following text: "The PBGC has modified My PAA so that users will now log in to My PAA via Login.gov, a secure sign in service used by the public to sign in to participating government agencies. You will no longer be able to access your My PAA account via your old credentials (i.e., username and password), so if you don't already have a Login.gov account please create one to access your My Account. If you are new to My PAA or have been invited by another practitioner, please click on the 'Sign in with Login.gov' to begin creating your My PAA account. If you need further assistance, please refer to the following demos listed below. Please review the following material for more details: My PAA Login.gov FAQ Page Demo: Login to My PAA Using Login.gov Demo: Create New My PAA and Login.gov Account". A "Sign in with LOGIN.GOV" button is highlighted with a red arrow. Below the modal, there is a link: "By clicking on the Login button above, you acknowledge that you have read the Security and Privacy Notices". The background shows a sidebar with "My PAA Topics" and a main content area with "Popular Published Answers".

How to Submit a Refund Request

Plan List Page

- Once you have logged in to your My PAA account, click on the “Plan List” icon or link from the Home Page.

The screenshot displays the My PAA account dashboard. At the top, there is a navigation bar with the PBGC logo, "My PAA My Plan Administration Account", and links for Home, Contact PBGC, My PAA Demos, and Instructions. A search bar and a user profile dropdown (jane.doe.sm...) are also present. Below the navigation bar, a message states: "You are accessing a system operated by the Pension Benefit Guaranty Corporation for Pension Plan Professionals; you acknowledge that you have read the Security and Privacy Notices". A red banner below this message reads: "New Year, New Look, same My PAA! PBGC is redesigning My PAA starting with the Home Page and Filing Details Page, see the details [here](#)." The main content area features a sidebar on the left with "My PAA Topics" including "New Year, New Look, same My PAA!", "Now accepting 2024 Filings", "What's new in My PAA & Login Process", "How to Make a Payment?", "Automated Filing Status Transitions and Emails", "PBGC's Premium Disaster Relief Policy", and "Scheduled Outages". The main content area has a background image of cherry blossoms over a lake. On the right side of this image, there is a vertical menu of blue buttons: "Create New / Add Existing Plan", "Plan List" (highlighted with a red box and a red arrow), "In-Process Filings", "Upload or Import Filings", and "View Upload History". At the bottom of the page, there is a footer for "Supported Browsers: Google Chrome 124.0+, Microsoft Edge 124.0+, Firefox 125.0+ (Release 5.7 as of 04/21/2024)".

How to Submit a Refund Request

Plan Details Page

- From the Plan List page, click on the Plan Name link you wish to submit a refund request for, and then you will automatically be redirected to the Plan Details page.

An official website of the United States government [Here's how you know](#)

PBGC My PAA My Plan Administration Account Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

You are accessing a system operated by the Pension Benefit Guaranty Corporation for Pension Plan Professionals; you acknowledge that you have read the [Security and Privacy Notices](#)
New Year, New Look, same My PAA! PBGC is redesigning My PAA starting with the Home Page and Filing Details Page, see the details [here](#).

My PAA Topics

- New Year, New Look, same My PAA!
- Now accepting 2024 Filings
- What's new in My PAA & Login Process
- How to Make a Payment?

Create New / Add Existing Plan

Plan List

In-Process Filings

Load or Import Filings

Upload History

Microsoft Edge 124.0+, Firefox 125.0+

Search All Published Answers

Plans and Plan Administrators. If you

Plans in your My PAA Account

The below list consists of all of your Plans. You can use the Create New Filing column buttons to create new filings based on your Role. You can use the Latest Filing Status column buttons to complete the next step for each Filing based on your Role(s). Use the Links in the Filing ID and Plan Name columns to see its corresponding details page.

Filter by Latest Filing Status

Show 10 entries Search:

Create New Filing	Plan ID	EIN	PN	Plan Name	Latest Filing Update	Latest Filing ID	Latest PYC	Latest Filing Status
	2420303	131311313	121	MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN UPDATE	07/26/2024	539331		Draft
	86264	123456789	001	SPECIAL NON-PREMIUM TRANSACTIONS	06/05/2024	500753	01/01/2022	Submitted
	2420311	898989898	898	PRACTITIONER REMOVED FROM ANOTHER PLAN	11/01/2023	506658	01/01/2023	Draft

Showing 1 to 3 of 3 entries

First 1 Last

How to Submit a Refund Request

Plan Details Page

- Below the Plan Details are the premium-related action buttons. Click on the “Submit Request” button to inquire about plan information or request premium-related actions from PBGC.

An official website of the United States government [Here's how you know](#)

Home Contact PBGC My PAA Demos Instructions Search instructions, keywords jane.doe.sm...

You are accessing a system operated by the Pension Benefit Guaranty Corporation for Pension Plan Professionals; you acknowledge that you have read the [Security and Privacy Notices](#)

New Year, New Look, same My PAA! PBGC is redesigning My PAA starting with the Home Page and Filing Details Page, see the details [here](#).

[Return to Plan List](#)

Plan Details Page

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN UPDATE	2420303	Active	131311313	121	04/24/2021	No Value

[Create Filing](#) [Submit Request](#) [Manage Roles](#) [Payment Voucher](#) [Account History](#)

[View Request Status](#) [View Correspondence](#)

[Premium Filings](#) [Team Members](#) [Admin/Contact Details](#)

Premium Filings

The table below lists all premium filings for this Plan (EIN/PN). To navigate to the Filing Details page for a specific filing, place your cursor over the desired Filing ID and select the Filing Details button. To view/print a PDF version of your filing, select the Filing Receipt button for the appropriate row. To amend a previously submitted filing, select the Amend button for the appropriate row.

Show 10 entries Search:

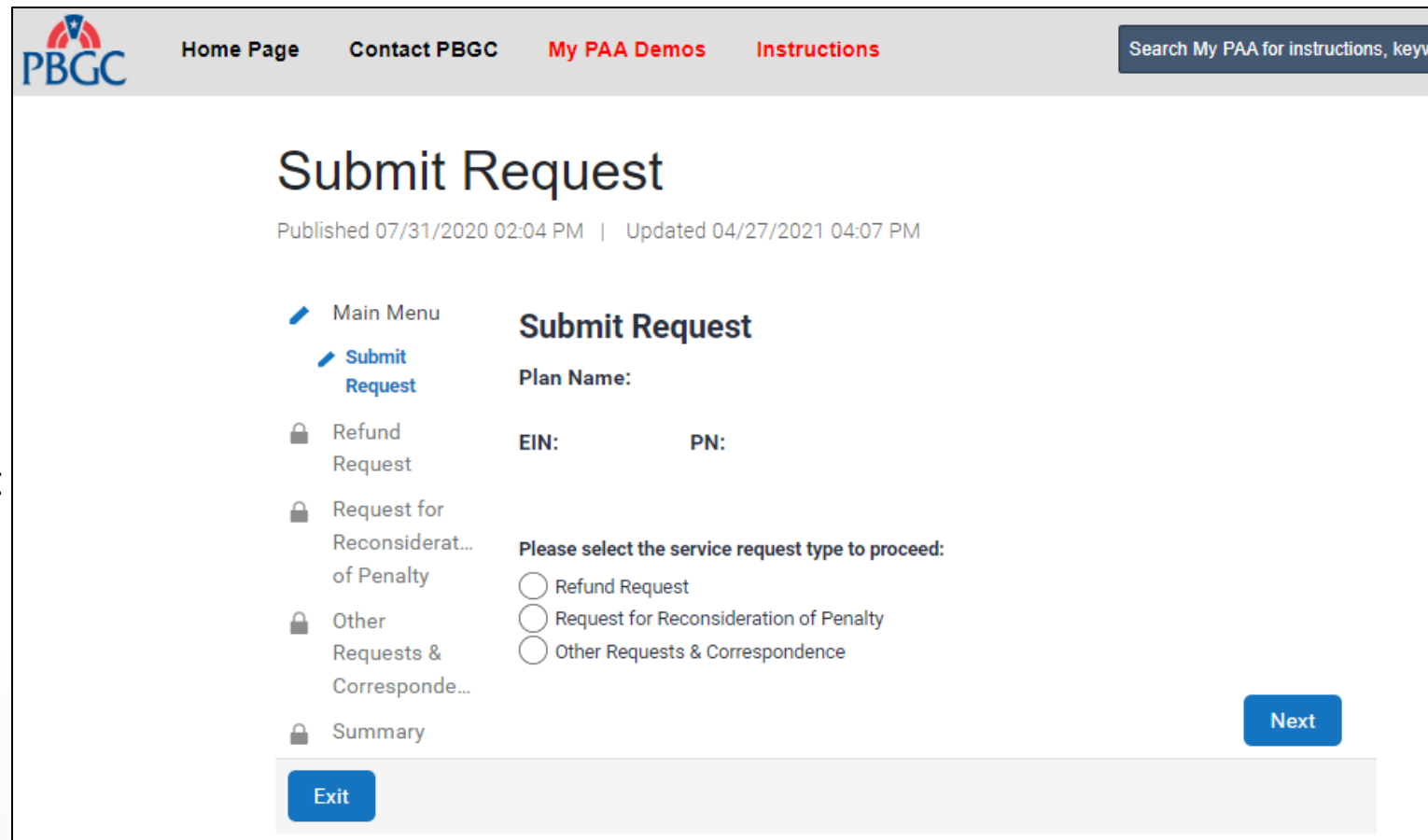
Filing ID	PYC	Submit Date	Status	Action	View PDF
535304			Draft	Filing Details	Filing Receipt
531237	01/01/2024		Draft	Filing Details	Filing Receipt

How to Submit a Refund Request

Submit Request Page

Submit Service Request

- Select which type of service request you would like to submit:
 - Refund Request: If you have a credit/overpayment on a particular plan year and do not wish to use it as a credit towards premium amount due for the next plan year.
 - Request for Reconsideration of Penalty: If you have received a Statement of Account (SOA), and was charged penalty, you can contest the charges.
 - Other Requests & Correspondence: If you have received correspondence from the PBGC and would like further explanation or would simply like to respond.
- Once you have selected the appropriate request, click the “Next” button.



The screenshot shows the PBGC website's 'Submit Request' page. At the top, there is a navigation bar with links for 'Home Page', 'Contact PBGC', 'My PAA Demos', and 'Instructions'. A search bar on the right contains the text 'Search My PAA for instructions, key...'. The main heading is 'Submit Request', with a sub-heading 'Published 07/31/2020 02:04 PM | Updated 04/27/2021 04:07 PM'. On the left, a sidebar menu lists: 'Main Menu', 'Submit Request' (highlighted), 'Refund Request', 'Request for Reconsiderat... of Penalty', 'Other Requests & Corresponden...', and 'Summary'. The main content area is titled 'Submit Request' and includes a 'Plan Name:' field, 'EIN:' and 'PN:' fields, and a section titled 'Please select the service request type to proceed:' with three radio button options: 'Refund Request', 'Request for Reconsideration of Penalty', and 'Other Requests & Correspondence'. At the bottom, there are 'Exit' and 'Next' buttons.

How to Submit a Refund Request

Submit Request Page

Premium Refund Request

- Select the “Refund Request” radio button and click on the “Next” button.
- Please note that you can only request a refund as the Plan Admin/Plan Admin Rep.
 - Please see the [“How to Add/Remove and Update Roles of Filing Members”](#) demo for step-by-step instructions on updating your role.
- You will only be able to request a refund if, according to PBGC’s records there is a valid overpayment/credit available.
 - Please see the [“How to Check an Account History for a Plan”](#) demo for step-by-step instructions on how to retrieve an Account History.

PBGC Home Page Contact PBGC My PAA Demos Instructions Search My PAA for instructions, keyw

Submit Request

Published 07/31/2020 02:04 PM | Updated 04/27/2021 04:07 PM

- Main Menu
- Submit Request**
- Refund Request
- Request for Reconsiderat... of Penalty
- Other Requests & Correspondence
- Summary

Submit Request

Plan Name: _____

EIN: _____ PN: _____

Please select the service request type to proceed:

- Refund Request
- Request for Reconsideration of Penalty
- Other Requests & Correspondence

Next

Exit

How to Submit a Refund Request

Submit Request Page

Premium Refund Request

- My PAA will automatically display one, or all plan years that have a valid overpayment/credit.
- To request a refund for that particular plan year, check the “Request Refund” checkbox for the corresponding plan year.
- Note: You may only submit a refund request for a premium overpayment if it is within statute of limitations (i.e., non-SOL plan years).

The screenshot shows the PBGC website's 'Submit Request' page. The navigation bar includes 'Home Page', 'Contact PBGC', 'My PAA Demos', and 'Instructions'. A search bar is located in the top right corner. The main heading is 'Submit Request', with publication and update dates. A sidebar on the left contains a menu with options like 'Main Menu', 'Refund Request', 'Premium Refund Request', 'Request for Reconsideration of Penalty', 'Other Requests & Correspondence', and 'Summary'. The 'Premium Refund Request' section is active, showing fields for 'Plan Name:', 'EIN:', and 'PN:'. Below these fields, a text block explains that all plan years with a premium overpayment and within statute of limitations are listed. A table below lists plan years with columns for 'PYC:', 'Overpayment Amount:', and 'Request Refund'. The first row shows '01/01/2021' with an overpayment amount of '\$15307.22'. A red box highlights the 'Request Refund' checkbox, which is currently unchecked. A red arrow points to this checkbox. Below the table are 'Back' and 'Next' buttons. At the bottom left is an 'Exit' button.

PYC:	Overpayment Amount:	Request Refund
01/01/2021	\$15307.22	<input type="checkbox"/>

How to Submit a Refund Request

Submit Request Page

Refund Mailing Address

- Once you have selected the appropriate plan year(s) you are requesting a refund for, please provide a valid mailing address.
 - Even if you are requesting an ACH, if the refund cannot be completed through that channel, the refund will be issued via paper check mailed to the provided address.
- After the information has been provided and validated, click on the “Next” button.

Submit Request
Published 07/31/2020 02:04 PM | Updated 04/27/2021 04:07 PM

Refund Mailing Address

Plan Name: _____

EIN: _____ PN: _____

Payee Name: _____

Mailing Address:

Attn To: _____

Country: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

[Back](#) [Next](#)

How to Submit a Refund Request

Submit Request Page

Premium Refund Option

- There are two available options on how you would like to receive the refund:
 - ACH (No Fed wire)
 - Paper check sent via USPS

The screenshot shows the PBGC website's 'Submit Request' page. The navigation bar includes 'Home Page', 'Contact PBGC', 'My PAA Demos', and 'Instructions'. A search bar is present with the text 'Search My PAA for instructions, keyword'. The main heading is 'Submit Request', with publication and update dates: 'Published 07/31/2020 02:04 PM | Updated 04/27/2021 04:07 PM'. A left-hand menu lists various request types, with 'Premium Refund Option' selected and highlighted in blue. The main content area is titled 'Premium Refund Option' and contains fields for 'Plan Name:', 'EIN:', and 'PN:'. Below these is the 'Refund Option:' section with two radio button choices: 'I want a refund by ACH (No Fed wires)' and 'I want a refund by mailed check (the payee name & mailing address will be used)'. A red arrow points to the first radio button. At the bottom of the form are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a red box. An 'Exit' button is located at the bottom left of the page.

How to Submit a Refund Request

Submit Request Page

Premium Refund Option

- If you choose to be refunded via ACH, please provide valid banking information:
 - Account Holder's Name
 - Account Type (Checking/Savings)
 - Routing Number (9-digits)
 - Account Number (at least 3-digits)
 - Is the account a trust account?
- If you choose to be refunded via paper check, the information provided on the previous screen will be used.
- Once an option is selected, click the "Next" button.

The screenshot shows the PBGC website's "Submit Request" page. The page title is "Submit Request" and it includes a navigation menu with "Home Page", "Contact PBGC", "My PAA Demos", and "Instructions". A search bar is present at the top right. The main content area is titled "Premium Refund Option" and includes a plan name "TN AMERICAS HOLDINGS, INC. DEFINED BENEFIT - ERWIN PLANT EMPLOYEES" and EIN "581884128 PN: 009". Under "Refund Option:", there are two radio buttons: "I want a refund by ACH (No Fed wires)" (selected) and "I want a refund by mailed check (the payee name & mailing address will be used)". Below this is an important note about ACH debit blocks. A red box highlights the form fields: "Account Holder Name", "Select Account Type" (Checking/Savings), "Routing Number" (9 Digits), "Confirm Routing Number" (9 Digits), "Account Number" (3 Digit Minimum), "Confirm Account Number" (3 Digit Minimum), and "Is this a trust account?" (Yes/No). "Back" and "Next" buttons are at the bottom.

This screenshot shows the same "Submit Request" page, but with the "Next" button highlighted by a red box. The "Refund Option:" section now shows the "I want a refund by mailed check" option selected, with a red arrow pointing to it. The "Next" button is also highlighted with a red box.

How to Submit a Refund Request

Submit Request Page

Refund Comments

- You may also include attachments, which are optional, with your Refund Request.
 - PDF, Microsoft Word and Excel files are accepted.
 - Each file may not exceed 10MB.
 - All files total may not exceed 50MB.
- You may also include comments, which are optional, with your Refund Request.
 - Characters for the comments may not exceed the 400 limit.
- If any information has been provided, please review and validate, and then click the “Next” button.

The screenshot shows the PBGC website's 'Submit Request' page. The navigation bar includes 'Home Page', 'Contact PBGC', 'My PAA Demos', and 'Instructions'. A search bar is present with the text 'Search My PAA for instructions...'. The main heading is 'Submit Request', with a sub-heading 'Refund Comments'. The page displays plan information: 'Plan Name: TN AMERICAS HOLDINGS, INC. DEFINED BENEFIT - ERWIN PLANT EMPLOYEES' and 'EIN: 581884128 PN: 009'. A sidebar on the left lists navigation options: 'Main Menu', 'Refund Request' (highlighted), 'Premium Refund Request', 'Refund Mailing Address', 'Premium Refund Option', 'Request for Reconsiderat... of Penalty', 'Other Requests & Corresponden...', and 'Summary'. The 'Refund Comments' section includes an 'Attachments (optional):' area with an 'Add' button and a note: 'Any files selected must be a single PDF, Microsoft Word or Microsoft Excel file which can not exceed 10MB individually and all attachments 50MB in total.' Below this is a 'Comments (optional):' section with a character count of '400/400 characters remaining' and a text input field. At the bottom, there are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a red box.

How to Submit a Refund Request

Submit Request Page

Summary - Refund Request

- Before submission, please review all the items on the Summary Page to confirm the information is valid.
- If any changes must be made, please click the “Back” button to return to the previous pages.
- If the information is correct, click the “Submit” button to send the request to PBGC.

PBGC Home Page Contact PBGC My PAA Demos Instructions Search My PAA for instructions.

Submit Request

Published 07/31/2020 02:04 PM | Updated 04/27/2021 04:07 PM

- ✓ Main Menu
- ✓ Refund Request
- ✓ Request for Reconsiderat... of Penalty
- ✓ Other Requests & Corresponden...
- ✎ Summary
- ✎ **Summary - Refund Request**

Summary - Refund Request

Please review the information below. Navigate back and revise if necessary otherwise, please proceed with the submission of this request. The pertinent details for this request are as follows:

EIN:
PN:

PYC & Refund Amount:

01/01/2021	\$15307.22
------------	------------

Payee Name:

Attention To: John Smith

Mailing Address: 123 ABC Way
Washington, DC 20005
United States (US)

Refund Method Selected: ACH

Account Holder Name: John Smith

Account Type: Checking

Routing Number: 065000090

Account Number: 123

Bank Name: CAPITAL ONE, NATIONAL ASSOCIATION

Trust Account: No

Attachment:

Comments: N/A

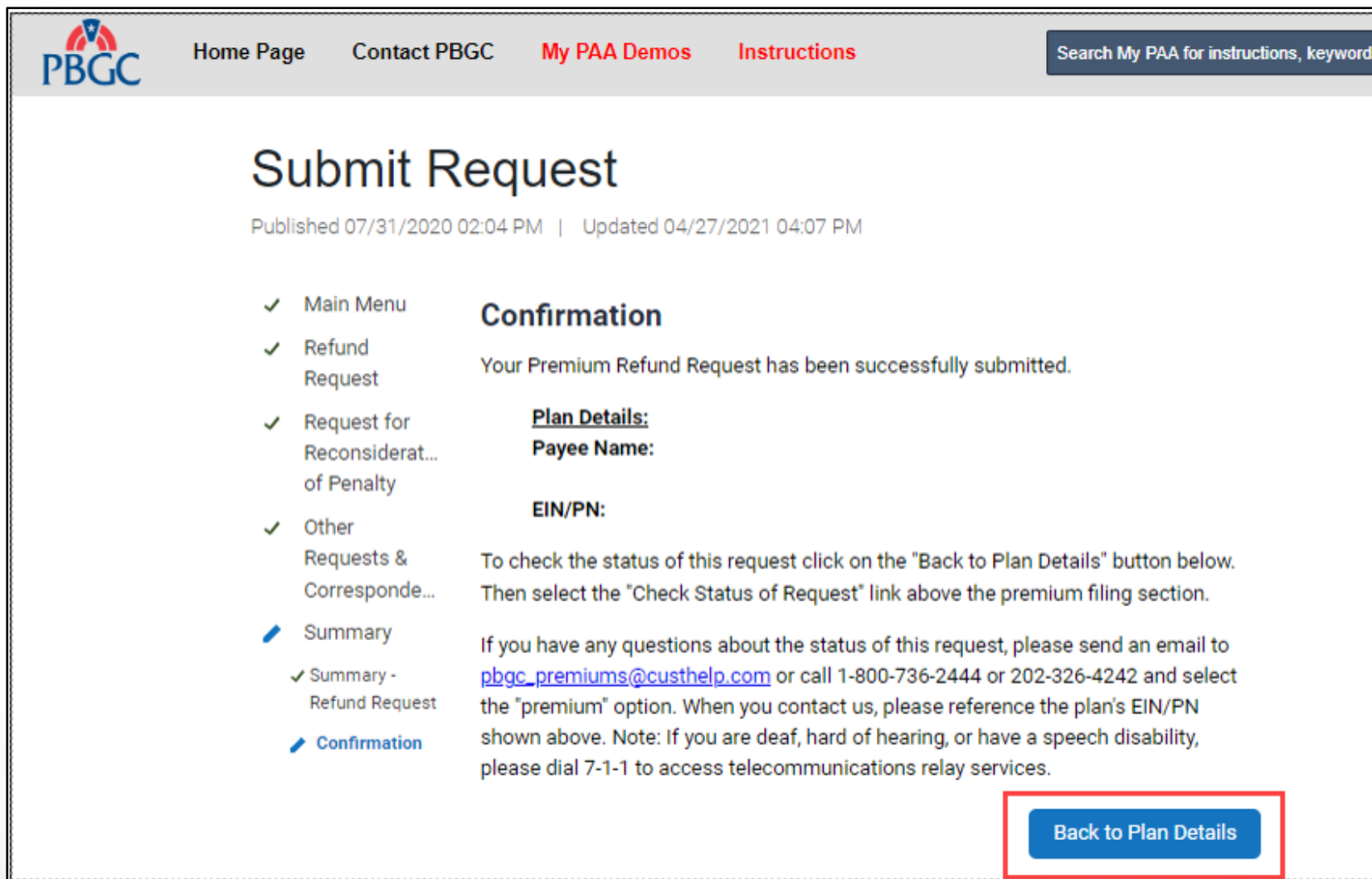
[Back](#) [Submit](#)

How to Submit a Refund Request

Submit Request Page

Confirmation

- Once the request has been successfully submitted, you will be able to track the request on the “Check Status of Request” Page from the Plan Details Page.
- If you have additional comments, you may also refer to your Account Activity History.
 - Please refer to [How to Check My PAA Account Activity History](#) Demo for more information.
- You may now continue with any further premium-related task for this plan by clicking on the “Back to Plan Details” button.



The screenshot shows the PBGC website's "Submit Request" confirmation page. At the top, there is a navigation bar with links for "Home Page", "Contact PBGC", "My PAA Demos", and "Instructions", along with a search bar. The main heading is "Submit Request", with publication and update dates. A left-hand menu lists various request types, with "Confirmation" selected. The main content area displays a confirmation message: "Your Premium Refund Request has been successfully submitted." Below this, it lists "Plan Details:" with fields for "Payee Name:" and "EIN/PN:". A paragraph of instructions follows, explaining how to check the status of the request and providing contact information for assistance. At the bottom right, a blue button labeled "Back to Plan Details" is highlighted with a red border.