

Filing Your Form 5500

You must file the Form 5500 annually with the U.S. Department of Labor (DOL) by the end of July.



In a Nutshell: Locating and Filing Form 5500

As part of your service, Paychex prepares the annual Form 5500 and schedules for your company-sponsored retirement plan and makes them available on the Paychex Retirement Services website at www.paychexflex.com. You must *electronically* file the Form 5500 and applicable documentation with the DOL each year to report the plan's financial condition and investments; Paychex does not file this form.

You can review your Form 5500 materials on the Paychex Retirement Services website and electronically transmit them to the DOL EFAST2 filing system. You will need your EFAST2 filing credentials (User ID and PIN) to electronically sign and submit the Form 5500. If you haven't done so already, obtain your EFAST2 filing credentials at <https://www.efast.dol.gov>. When completing the registration Profile Information, keep **Filing Signer and Filing Author** checked for the **User Type**.

Detailed Filing Instructions on Paychex Website

1. Log in to www.paychexflex.com.
2. Click **Form 5500** in the Reminders section of the home page, or from the **Administration** tab, select **Compliance Information | View or File 5500**. Choose the year you would like to review.
3. Review your Form 5500 and schedules for accuracy:
 - **Fidelity Bond Information:** Be sure to report your current bond information on the Form 5500. The DOL requires the bond as liability insurance that covers a three-year period and is a dollar amount equal to *at least 10%* of the plan's total assets at the beginning of plan year.
 - **Audit:** If you are considered a large plan filer (generally plans with 100 or more participants at the beginning of the plan year), you are required to attach the Accountant's Opinion with your Form 5500 filing. Contact an independent qualified public accountant and provide them with the required materials for review and audit. For your convenience, we included audit package materials and reports on the website. Follow the instructions on the Form 5500 website page, to review and print these materials. If you file without the audit, you could be subject to DOL penalties.
4. Once you are confident in your review, print the form by clicking **Preview 5500**, sign it, and retain it with your plan's records. ERISA requires that you keep a signed copy with your plan records, even though it's filed electronically.
5. Electronically sign the form 5500 by entering your EFAST2 signing credentials (User ID and PIN). If the return is **not accurate**, follow the system **EDIT** button on each screen to correct your form.
6. Transmit the return to the DOL through the Paychex website, and monitor the filing status. Your filing is complete once the status shows **Filing Received**. To view the filing status, select **Compliance Information | View or File 5500**.
7. Distribute the Summary Annual Report (SAR) to each of your plan participants and their beneficiaries receiving benefits under the plan no later than two months after your filing deadline. You can view and print this report from the **Documents & Reports** tab on the website. You do NOT need to email Paychex about the filing.

Conversion and Terminated Plans: If your plan recently **converted** to Paychex, be sure to carefully review your materials. Your information could be incomplete if we did not receive all plan activity data before you started recordkeeping services with us. If you **terminated** your plan, understand that you must file a Form 5500 every plan year in which there were plan assets, regardless of when a plan is terminated. Please file your *final* Form 5500 no later than seven months after the final distribution of plan assets.

If you plan to I-FILE your Form 5500 directly through the [DOL website](https://www.dol.gov), file your 5500 and then email us at 401kcustomerservice@paychex.com to update your Paychex filing status.



Payroll | Benefits | HR | Insurance

Types of Schedules

Schedule	Purpose
A Insurance Information	Completed when a retirement plan offers an insurance product as part of an investment option.
C Service Provider Information	Required if a large plan filer pays a single service provider at least \$5,000 from plan assets, or their accountant or actuary was terminated during the plan year
D DFE/Participating Plan Information	Completed when a retirement plan offers certain types of investments including common collective trusts and pooled separate accounts.
H Financial Information	Reports the financial information for a qualified retirement plan that covered 100 or more participants at the beginning of the plan year.
I Financial Information	Reports the financial information for a qualified retirement plan with fewer than 100 participants at the beginning of the plan year.
R Retirement Plan Information	Reports certain information on plan distributions and minimum funding requirements for Money Purchase Plans, and information regarding coverage requirements.

Can't Make the Deadline? File an Extension.

You can request a 2 1/2 month Form 5500 filing extension by filing Form 5558 - *Application for Extension of Time to File Certain Employee Plan Returns* with the IRS on or before your initial filing deadline. Paychex will automatically file an extension for you if you miss the filing deadline (some fees may apply). You'll receive a letter from the IRS when your filing extension is approved; retain a copy of the completed extension with your plan records. Clients who filed an extension for their Corporate Taxes automatically qualify for the Form 5500 extension without having to file Form 5558 if their company tax year and plan year are the same.

Need More Help?

Use these helpful resources to get answers to your Form 5500 filing questions:

- Click the question mark at the bottom of the screen to access the Help Center or to chat with a live representative.
- EFAST2 Help Line at 1-866-463-3278: Call for help with the DOL's electronic filing process.