

Form 5500 Electronic Filing

This section contains information on the following topics:

Obtaining Credentials

Due to mandatory electronic filing for the Form 5500, you must obtain Credentials (an electronic signature) to file your Form 5500 with the Department of Labor (DOL). This section provides instructions on how to order your Credentials (electronic signature) from the DOL.

Auditor Attachments

For large plan filers only (generally plans with 100 or more employees with account balances as of the beginning of the plan year). Large plan filers must have an annual independent audit performed for their plan. During the audit process, the auditor will prepare an Accountant's Opinion which must be attached and included with the Form 5500 filing when filed electronically with the DOL. This section provides instructions, once the plan sponsor has received an electronic copy of the Accountant's Opinion (pdf format) on how to attach the opinion, so it is filed electronically with the Form 5500 filing.

Electronic Filing Checklist

All Form 5500 filings must be filed electronically instead of mailing a printed copy to the DOL. This section provides instructions on how plan sponsors may review the Form 5500 filing, and how to use their Credentials to file the Form 5500 and related schedules electronically to the DOL.

Instructions for Filing Form 8955-SSA

The Form 8955-SSA is filed separately with the Internal Revenue Service (IRS). We will be electronically filing the Form 8955-SSA on your behalf.