

## **ELECTRONIC FILING OF 5500 FORMS AND ATTACHMENTS**

Effective January 1, 2010, all Form 5500 filings for plan years 2009 and later must be filed electronically. The Department of Labor (DOL) has created an electronic processing system called EFAST 2, and Beyer-Barber Company will facilitate this processing by providing a signature-ready form for your review.

The person who signs the first page of the Form 5500 on behalf of the plan sponsor (and/or plan administrator) must register for electronic “signer” credentials with the DOL. Credentials include establishing a “User ID” and a “PIN”. In order to register for the credentials, each “signer” must have a valid e-mail address and internet access. To maintain appropriate security, the DOL requires each signer to keep his or her signer credentials confidential. You may not share them with co-workers or any other signers. The DOL will send you a postcard detailing the registration process, and will begin accepting applications for these credentials sometime after January 1, 2010.

When it is time to file, you will receive an e-mail inviting you to link to Beyer-Barber’s Form 5500 software. There you will find a series of screens with instructions on how to execute what the DOL calls the “signing ceremony”. By inserting the User ID and PIN provided via your DOL registration, you will sign the filing electronically. In addition, you are required to sign a paper copy of the complete Form 5500 package to maintain in your records. You will be able to print a copy of the filing via Beyer-Barber’s Form 5500 software. You do not file the signed paper copy.

The only attachment to the Form 5500 package that must be separately signed and filed on paper is the Form SSA (if required). This Form provides information on each newly terminated vested participant to the Social Security Administration. The reason it is required to be filed on paper is to protect the Social Security #'s of individual participants. Beyer-Barber Company will prepare those forms when required and mail them to you with instructions to file.

In summary, Beyer-Barber Company will continue to prepare the Forms as we have done in the past; however, the actual filing process will be completed electronically. We will provide more detailed instructions before the 2009 Form 5500 and attachments are ready to be filed.



**BEYER-BARBER COMPANY**