

Form 5500-SF

Department of the Treasury Internal Revenue Service

Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation

Short Form Annual Return/Report of Small Employee Benefit Plan

This form is required to be filed under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA), and sections 6057(b) and 6058(a) of the Internal Revenue Code (the Code).

Complete all entries in accordance with the instructions to the Form 5500-SF.

OMB Nos. 1210-0110 1210-0089

2024

This Form is Open to Public Inspection

Part I Annual Report Identification Information

For calendar plan year 2024 or fiscal plan year beginning 01/01/2024 and ending 12/31/2024

- A This return/report is for: [X] a single-employer plan [] a multiple-employer plan (not multiemployer) (Pension Plan filers checking this box must attach Schedule MEP. Other plans must attach a list of participating employer information in accordance with the form instructions.)
B This return/report is [] the first return/report [] the final return/report [] an amended return/report [] a short plan year return/report (less than 12 months)
C Check box if filing under: [X] Form 5558 [] automatic extension [] DFVC program [] special extension (enter description)
D If the plan is a collectively-bargained plan, check here []
E If this is a retroactively adopted plan permitted by SECURE Act section 201, check here []

Part II Basic Plan Information—enter all requested information

1a Name of plan YATES MAINTENANCE, LLC 401(K) P/S PLAN
1b Three-digit plan number (PN) 001
1c Effective date of plan 01/01/2022
2a Plan sponsor's name (employer, if for a single-employer plan) Mailing address (include room, apt., suite no. and street, or P.O. Box) City or town, state or province, country, and ZIP or foreign postal code (if foreign, see instructions) YATES MAINTENANCE, LLC
8909 BERRY PATCH LN ROLAND, AR 72135
2b Employer Identification Number (EIN) 46-2449280
2c Sponsor's telephone number 501-960-8971
2d Business code (see instructions) 238220
3a Plan administrator's name and address [X] Same as Plan Sponsor.
3b Administrator's EIN
3c Administrator's telephone number
4 If the name and/or EIN of the plan sponsor or the plan name has changed since the last return/report filed for this plan, enter the plan sponsor's name, EIN, the plan name and the plan number from the last return/report.
a Sponsor's name
c Plan Name
4b EIN
4d PN
5a Total number of participants at the beginning of the plan year 14
b Total number of participants at the end of the plan year 13
c(1) Number of participants with account balances as of the beginning of the plan year (only defined contribution plans complete this item) 7
c(2) Number of participants with account balances as of the end of the plan year (only defined contribution plans complete this item) 8
d(1) Total number of active participants at the beginning of the plan year 14
d(2) Total number of active participants at the end of the plan year 11
e Number of participants who terminated employment during the plan year with accrued benefits that were less than 100% vested 0

Caution: A penalty for the late or incomplete filing of this return/report will be assessed unless reasonable cause is established. Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including, if applicable, a Schedule SB or Schedule MB completed and signed by an enrolled actuary, as well as the electronic version of this return/report, and to the best of my knowledge and belief, it is true, correct, and complete.

Table with 4 columns: SIGN HERE, Signature, Date, and Name. Row 1: MISTY YATES, 10/01/2025. Row 2: MATTHEW YATES, 10/01/2025.

- 6a** Were all of the plan's assets during the plan year invested in eligible assets? (See instructions.) Yes No
- b** Are you claiming a waiver of the annual examination and report of an independent qualified public accountant (IQPA) under 29 CFR 2520.104-46? (See instructions on waiver eligibility and conditions.) Yes No
- If you answered "No" to either line 6a or line 6b, the plan cannot use Form 5500-SF and must instead use Form 5500.**
- c** If the plan is a defined benefit plan, is it covered under the PBGC insurance program (see ERISA section 4021)? Yes No Not determined
- If "Yes" is checked, enter the My PAA confirmation number from the PBGC premium filing for this plan year _____ (See instructions.)

Part III Financial Information			
7 Plan Assets and Liabilities		(a) Beginning of Year	(b) End of Year
a Total plan assets	7a	24415	62172
b Total plan liabilities	7b	0	
c Net plan assets (subtract line 7b from line 7a)	7c	24415	62172
8 Income, Expenses, and Transfers for this Plan Year		(a) Amount	(b) Total
a Contributions received or receivable from:			
(1) Employers	8a(1)	15041	
(2) Participants	8a(2)	20219	
(3) Others (including rollovers)	8a(3)		
b Other income (loss)	8b	3008	
c Total income (add lines 8a(1), 8a(2), 8a(3), and 8b)	8c		38268
d Benefits paid (including direct rollovers and insurance premiums to provide benefits)	8d	0	
e Certain deemed and/or corrective distributions (see instructions) .	8e	0	
f Administrative service providers (salaries, fees, commissions)	8f	511	
g Other expenses	8g		
h Total expenses (add lines 8d, 8e, 8f, and 8g)	8h		511
i Net income (loss) (subtract line 8h from line 8c)	8i		37757
j Transfers to (from) the plan (see instructions)	8j		

Part IV Plan Characteristics	
9a	If the plan provides pension benefits, enter the applicable pension feature codes from the List of Plan Characteristic Codes in the instructions: 2A 2E 3D 2G 2J 2K 2F 2T
b	If the plan provides welfare benefits, enter the applicable welfare feature codes from the List of Plan Characteristic Codes in the instructions:

Part V Compliance Questions				
10 During the plan year:		Yes	No	Amount
a Was there a failure to transmit to the plan any participant contributions within the time period described in 29 CFR 2510.3-102? Continue to answer "Yes" for any prior year failures until fully corrected. (See instructions and DOL's Voluntary Fiduciary Correction Program)	10a		X	
b Were there any nonexempt transactions with any party-in-interest? (Do not include transactions reported on line 10a.)	10b		X	
c Was the plan covered by a fidelity bond?	10c	X		10000
d Did the plan have a loss, whether or not reimbursed by the plan's fidelity bond, that was caused by fraud or dishonesty?	10d		X	
e Were any fees or commissions paid to any brokers, agents, or other persons by an insurance carrier, insurance service, or other organization that provides some or all of the benefits under the plan? (See instructions.)	10e		X	
f Has the plan failed to provide any benefit when due under the plan?	10f		X	
g Did the plan have any participant loans? (If "Yes," enter amount as of year-end.)	10g		X	
h If this is an individual account plan, was there a blackout period? (See instructions and 29 CFR 2520.101-3.)	10h		X	
i If 10h was answered "Yes," check the box if you either provided the required notice or one of the exceptions to providing the notice applied under 29 CFR 2520.101-3	10i			

Part VI Pension Funding Compliance

11 Is this a defined benefit plan subject to minimum funding requirements? (If "Yes," see instructions and complete Schedule SB (Form 5500) and lines 11a and b below.) If this is a defined contribution pension plan, leave line 11 blank and complete line 12 below. Yes No

a Enter the unpaid minimum required contributions for all years from Schedule SB (Form 5500) line 40 **11a**

b PBGC missed contribution reporting requirements. If the plan is covered by PBGC and the amount reported on line 11a is greater than \$0, has PBGC been notified as required by ERISA sections 4043(c)(5) and/or 303(k)(4)? Check the applicable box:

Yes.

No. Reporting was waived under 29 CFR 4043.25(c)(2) because contributions equal to or exceeding the unpaid minimum required contribution were made by the 30th day after the due date.

No. The 30-day period referenced in 29 CFR 4043.25(c)(2) has not yet ended, and the sponsor intends to make a contribution equal to or exceeding the unpaid minimum required contribution by the 30th day after the due date.

No. Other. Provide explanation _____

12 Is this a defined contribution plan subject to the minimum funding requirements of section 412 of the Code or section 302 of ERISA? (If "Yes," complete line 12a or lines 12b, 12c, 12d, and 12e below, as applicable.) If this is a defined benefit pension plan, leave line 12 blank and complete line 11 above. Yes No

a If a waiver of the minimum funding standard for a prior year is being amortized in this plan year, see instructions, and enter the date of the letter ruling granting the waiver. Month _____ Day _____ Year _____

If you completed line 12a, complete lines 3, 9, and 10 of Schedule MB (Form 5500), and skip to line 13.

b Enter the minimum required contribution for this plan year **12b**

c Enter the amount contributed by the employer to the plan for this plan year **12c**

d Subtract the amount in line 12c from the amount in line 12b. Enter the result (enter a minus sign to the left of a negative amount) **12d**

e Will the minimum funding amount reported on line 12d be met by the funding deadline? Yes No N/A

Part VII Plan Terminations and Transfers of Assets

13a Has a resolution to terminate the plan been adopted in any plan year? Yes No

a If "Yes," enter the amount of any plan assets that reverted to the employer this year. **13a**

b Were all the plan assets distributed to participants or beneficiaries, transferred to another plan, or brought under the control of the PBGC? Yes No

c If, during this plan year, any assets or liabilities were transferred from this plan to another plan(s), identify the plan(s) to which assets or liabilities were transferred. (See instructions.)

13c(1) Name of plan(s):	13c(2) EIN(s)	13c(3) PN(s)

Part VIII IRS Compliance Questions

14a Does the plan satisfy the coverage and nondiscrimination tests of Code sections 410(b) and 401(a)(4) by combining this plan with any other plans under the permissive aggregation rules? Yes No

14b If this is a Code section 401(k) plan, check all boxes that apply to indicate how the plan is intended to satisfy the nondiscrimination requirements for employee deferrals and employer matching contributions (as applicable) under Code sections 401(k)(3) and 401(m)(2).

Design-based safe harbor method

"Prior year" ADP test

"Current year" ADP test

N/A

15 If the plan sponsor is an adopter of a pre-approved plan that received a favorable IRS Opinion Letter, enter the date of the Opinion Letter 06 / 30 / 2020 (MM/DD/YYYY) and the Opinion Letter serial number Q703971A.

5500 Online Filing – A Complete How-To Guide

Step by step: How to review and file the Form 5500

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5500 Online

5500 Online is a secure and convenient website that allows you to access, review, and e-file your [Form 5500](#) and other plan documents. Using 5500 Online saves you time and hassle by ensuring compliance with Internal Revenue Service (IRS) and Department of Labor (DOL) regulations. Follow the instructions below to review and file.

Before You File

To complete the filing of your Form 5500, make sure to have the following items:

- **5500 Online website credentials:** Refer to the [5500 Online – Login Guide](#) for assistance.
- **EFAST2 electronic signing credentials**
 - You must have your EFAST2 User ID and PIN.
 - Refer to the [EFAST2 Registration Guide](#) for assistance.

Login to 5500 Online and Review

1. Use the **File Now** button in the email with subject line: "Form 5500 ready - signature needed".
2. Enter the username (provided in the email) and password you established during the 5500 Online account setup, then use the **Log In** button. For log in assistance, refer to the [5500 Online – Login Guide](#).

3. Upon successful login, you are directed to the Plan Selection page. The top right corner displays the plan year. If the year displayed in the **Form year** dropdown is not current, update it to the applicable plan year.

To view the Form 5500, use the plan name link.

4. On the right-hand side of the page, use the **File EFAST Forms** link.

5. On the Forms & Attachments page, use the **View** button under Actions, next to the Form 5500.

6. The Form 5500 will display. Use the right-hand scroll bar to navigate through the form and review the information.

- If you do not require any changes and are ready to file, proceed to [Ready to Sign](#)*.
- If you have changes, refer to the [Special Instructions: Require Changes to the Form 5500](#).

***Note:** If you are a large plan filer, you will have additional form schedules listed to review. After reviewing the Form 5500, refer to [Large Plan Filer](#) before proceeding to [Ready to Sign](#).

Ready to Sign

1. Navigate to the **Form** menu and select **Close Form**. You will be returned to the Plan Summary page.

2. On the right-hand side, use the **File EFAST Forms** link.

Form	Form Status	Filing Status
5500 Package	Published	Not Filed
8955-SSA filing	Published	Not Filed
5500 Filing extension (5558)	Published	Not Filed

3. Use the **Next** button located at the bottom of the page to continue. The second step, **Validations**, confirms the data and displays errors, if any.

- A common error is not attaching an auditor's opinion, which can be fixed by adding it.

Select	Type	Form/Schedule	Name	Item #	Description	Size
<input type="checkbox"/>	Global	SAR (Pension) (Web).doc				0.1

4. Once all validations are resolved, the **Signature(s)** page guides you through the signature process. Proceed to [Signatures](#).

Signatures

The Form 5500 has a field for an Administrator and a Plan Sponsor to sign. When the Form 5500 Questionnaire was completed, the plan assigned the roles of **Plan Administrator** and **Plan Sponsor**. If the same individual was assigned to both roles, they will sign the Form 5500 as the administrator and follow the “one signer” path.

If you need to update the signers, please contact your Client Services team for assistance.

Follow the applicable instructions based on the number of signers for your plan.

- [One Signer](#) – one person is signing as plan administrator.
- [Two Signers](#) – one person is signing as plan administrator and the other as plan sponsor.

One Signer

If there is only one signer, a signature is only required on the Administrator Signature line.

1. Enter your Name, EFAST2 User ID and PIN. The date will auto-fill with the current date.
 - Reference the “Note” under the picture to the right.
2. If you want to save your credentials for future filings, select the box next to **Save PIN for future use?**.
3. Select the box next to **I have read this agreement**.
4. Complete signing by using the **Agree and Transmit** button.
 - A validation of credentials is performed after this step and if credentials are mistyped or you are not a registered Filing Signer, you will not be able to continue.
5. Proceed to [E-File](#).

Signatures ABC Company 401k and Profit Sharing Plan
EIN: 01-9999999 Plan #: 001 Plan ID: 123456 test Plan Year End: 12/31/20 Plan Year: 20 Form Year: 20

Forms & Attachments Validation Signature(s) E-file
To obtain EFAST2 credentials, select the following link: U.S. DOL IREG

Signatures Manage Saved Signatures

Administrator Signature

Name of Signer User ID PIN Date

Employer / Plan Sponsor Signature

Name of Signer User ID PIN Date

Save PIN for future use?

Signing Agreement

I have read this agreement.

Note: Your EFAST2 User ID and PIN are the Form 5500 electronic signature credentials that you obtained from the DOL/EFAST2 website. These are different from the username and password to access this website. Refer to [EFAST2 Registration Guide](#) for assistance registering or obtaining your EFAST2 signing credentials.

Two Signers

Each signer must sign separately and use their unique filing credentials. *It is recommended that the Plan Sponsor signs first, followed by the Administrator.*

First Signer

1. Enter your Name, EFAST2 User ID and PIN. The date will auto fill with the current date. Reference the “Note” under the picture to the right.
2. If you want to save your credentials for future filings, select the box next to **Save PIN for future use?**
3. Select the box next to **I have read this agreement.**
4. *(First Signer Only)* Complete signing by selecting **Agree and Save** and then inform the second individual that the Form 5500 is ready for their signature.

The screenshot shows the EFAST2 signing interface for the first signer. At the top, it displays the plan information: "Signatures ABC Company 401k and Profit Sharing Plan", "EIN: 01-9999999", "Plan #: 001", "Plan ID: 123456 test", "Plan Year End: 12/31/20", "Plan Year: 20", and "Form Year: 20". A progress bar at the top indicates four steps: 1. Forms & Attachments (checked), 2. Validation (checked), 3. Signature(s) (active), and 4. E-File. Below the progress bar, there are two signature sections: "Administrator Signature" and "Employer / Plan Sponsor Signature". Each section has fields for "Name of Signer", "User ID", "PIN", and "Date", along with a "Clear Signature" button. A checkbox labeled "Save PIN for future use?" is present below the signature sections. Below that is a "Signing Agreement" section with a checkbox labeled "I have read this agreement." At the bottom, there are four buttons: "Previous", "Disagree and Cancel", "Agree and Save", and "Agree and Transmit". The "Agree and Save" button is highlighted with a yellow box.

Note: Your EFAST2 User ID and PIN are the Form 5500 electronic signature credentials that you obtained from the DOL/EFAST2 website. These are different from the username and password to access this website. Refer to [EFAST2 Registration Guide](#) for assistance registering or obtaining your EFAST2 signing credentials.

Second Signer

5. The second individual will repeat steps 1-3. Complete signing by selecting **Agree and Transmit**.
 - A validation of credentials is performed after this step and if credentials are mistyped or you are not a registered Filing Signer, you will not be able to continue.
6. Proceed to [E-File](#).

The screenshot shows the EFAST2 signing interface for the second signer. It is identical to the first signer's interface, but the "Agree and Transmit" button at the bottom is highlighted with a yellow box. The "Save PIN for future use?" checkbox is also highlighted with a yellow box. The "I have read this agreement." checkbox is also highlighted with a yellow box.

Note: Your EFAST2 User ID and PIN are the Form 5500 electronic signature credentials that you obtained from the DOL/EFAST2 website. These are different from the username and password to access this website. Refer to [EFAST2 Registration Guide](#) for assistance registering or obtaining your EFAST2 signing credentials.

E-File

On the E-File screen, you will receive confirmation that the filing has been submitted. Note additional instructions under **E-File Results**:

- If your plan **does not** have a Form 8955-SSA to file, use the **Close** button to return to the Plan Summary page and proceed to [Summary Annual Report \(SAR\)](#).
- If your plan **does** have an 8955-SSA, use the **Continue** button and go to [File Form 8955-SSA](#).

Date	EIN	Plan #	Plan Id	Forms Status	Filing Status	User Name
2/25/2024	99-9999999	001			Submitted	jane.doe

Confirm Filing Status

The DOL and IRS can impose substantial penalties for each day, past the required deadline, that they do not receive your completed Form 5500.

To check the filing status, use the **View Status History** link.

Form	Form Status	Filing Status
5500 Package	Published	Not Filed
8955-SSA Filing	Published	Not Filed
5500 Filing extension (5558)	Published	Not Filed

Upon submission, the 5500 Filing Status will reflect as Submitted and may take up to 24 hours to process. Once received by the DOL, the 5500 Filing Status will be updated to "Filing Received."

- Refer to the [Form 5500 Filing Status Glossary](#) for more information.

Using the 5500 File status link of **Filing Received** or **Filing Error** will display the Acknowledgement ID, confirming EFAST2 has received your filing.

Keep the Acknowledgement ID for your records in case the DOL requests it.

Date	Status	5500 Filing Status	SSA Filing Status
			Filed
			Submitted
	Viewed		
	Viewed		
	Viewed		
	Viewed		
		Filing Received	
		Processing	
		Submitted	
		Signature Saved (Adm)	

Summary Annual Report (SAR)

As plan administrator, you are required by the DOL to distribute the SAR to all employees that were participants during the plan year for which it was produced. Participants include employees eligible and contributing, eligible and not contributing, and terminated employees or beneficiaries with a vested balance as of the end of the plan year. The SAR must be distributed within 2 months of your filing deadline.

1. Navigate to the Plan Summary page and use the **View Plan** link.

Plan Summary ABC Company 401k and Profit Sharing Plan
EIN: 01-9999999 Plan #: 001 Plan ID: 123456 test Plan Year End: 12/31/20 Plan Year: 20 Form Year: 20

Form	Form Status	Filing Status
5500 Package	Published	Not Filed
8955-SSA filing	Published	Not Filed
5500 Filing extension (5558)	Published	Not Filed

Instructions
Reference the 5500 Online Filing - A Complete How-To Guide to walk you through the filing process. To get started, select the File EFAST Forms link.
Note: E-File options will only be displayed to authorized plan representatives.

E-File
File EFAST Forms
Electronically file your 5500 return (EFAST)
File 5558 Form
Electronically file your 5558 (EFAST)
File 8955-SSA
Electronically file your 8955-SSA return (FIRE)

Links
[View Plan](#)
View forms and attachments in the filing

2. Under the Attachments section, check the box next to SAR.

Plan Details ABC Company 401k and Profit Sharing Plan
EIN: 01-9999999 Plan #: 001 Plan ID: 123456 test Plan Year End: 12/31/20 Plan Year: 20 Form Year: 20

Forms

Print	Forms	Name	Actions
<input type="checkbox"/>	5500-SF		View
<input type="checkbox"/>	5558		View

Attachments [Add New EFAST Attachment](#) [Add Other Attachment](#)

Select	Type	Form/Schedule	Name	Item #	Description	Size
<input checked="" type="checkbox"/>	Global	SAR (Pension) (Web).doc				0.1

3. Use the **View** button. On the next screen, you can download the SAR to distribute.

[View](#) [Update](#) [Delete](#)

Continue to [Confirm Filing Status](#).

Special Instructions

Large Plan Filer

- From the Form 5500 review, select **Return to Form List** on the left-hand side. Next, review the remaining schedules on the plan list page.

Forms & Attachments Validation Signature(s) E-File

Forms	Name	Actions
Plan Info		View
5500		View
5500 Sch. C		View
5500 Sch. H		View
5500 Sch. R		View

[Print](#)

Attachments [Add New EFAST Attachment](#) [Add Other Attachment](#)

Select	Type	Form/Schedule	Item #	Description	Size
<input type="checkbox"/>	EFAST	5500 Sch. H	Line 4i	Schedule of Assets (Held at End of Year)	
<input type="checkbox"/>	Other	None		Letter To Plan Sponsor	
<input type="checkbox"/>	Other	None		Summary Annual Report	
<input type="checkbox"/>	Other	None		Schedule C Line 2(h) Formula Description Report	
<input type="checkbox"/>	Reference	test.txt			0.1 MB

[View](#) [Update](#) [Delete](#)

- Attach the Auditor's Opinion Letter. On the Forms & Attachments page, use the **Add New EFAST Attachment** link.

Note: The accountant's opinion needs to be on the accountant's letterhead, signed, and saved as a portable document format (PDF) file.

- If scanning, the DOL recommends 300x300 resolution and using True Gray, Grayscale, or Black and White color depth to minimize file size.
- File cannot be password protected.

Forms & Attachments Validation Signature(s) E-File

Forms	Name	Actions
Plan Info		View
5500		View
5500 Sch. C		View
5500 Sch. H		View
5500 Sch. R		View

[Print](#)

Attachments [Add New EFAST Attachment](#) [Add Other Attachment](#)

Select	Type	Form/Schedule	Item #	Description	Size
<input type="checkbox"/>	EFAST	5500 Sch. H	Line 4i	Schedule of Assets (Held at End of Year)	
<input type="checkbox"/>	Other	None		Letter To Plan Sponsor	
<input type="checkbox"/>	Other	None		Summary Annual Report	
<input type="checkbox"/>	Other	None		Schedule C Line 2(h) Formula Description Report	
<input type="checkbox"/>	Reference	test.txt			0.1 MB

[View](#) [Update](#) [Delete](#)

- Check the box next to the line with *Description: Accountant's Opinion*.

Attachment

Select attachment by clicking anywhere in the row

Form	Item	Description	Name
<input type="checkbox"/>	5500	Signature and Date	Copy of signed Form 5500/5500-SF e-signature option for service providers
<input type="checkbox"/>	5500	Administrative Penalties	Explanation of Reasonable Cause for Late Filing
<input type="checkbox"/>	5500	Administrative Penalties	Reasonable Cause for Late or Missing IQPA Report
<input type="checkbox"/>	5500 Sch. C	Part III Termination Information	Notice to Terminated Accountant or Enrolled Actuary
<input type="checkbox"/>	5500 Sch. H	Part III	Accountants Opinion
<input type="checkbox"/>	5500 Sch. H	Line 3	Financial statements used in formulating the IQPA's opinion
<input type="checkbox"/>	5500 Sch. H	Line 4i	Schedule of Assets (Acquired and Disposed of Within Year)
<input type="checkbox"/>	5500 Sch. H	Line 4j	5% Transaction Schedule - Schedule of Reportable Transactions
<input type="checkbox"/>	5500 Sch. H	Line 4a	Schedule of Delinquent Participant Contributions
<input type="checkbox"/>	5500 Sch. R	Part V	Summary of Funding Improvement Plan
<input type="checkbox"/>	5500 Sch. R	Part V	Summary of Rehabilitation Plan

4. Use the **Browse** button to select the PDF file from your local drive and use the **Upload** button.
 - a. The PDF file will need to be free of any security protection such as being encrypted, or locked.
5. Use the **Close** button.

When you submit Form 5500, the attachment will be transmitted to EFAST2 along with the rest of the information in the annual return/report.

6. Proceed to [Ready to Sign](#).

Require Changes to the Form 5500

1. Navigate to the **Form** menu and select **Print**.

2. On the next page, select the **Print** button at the bottom of the screen.

3. Use the PDF icon on the right to download and print.
4. Mark the changes directly on the copy and email to your client services team.

Once the changes are complete, we will notify you by email that the revised Form 5500 is ready for review and filing. The status of your plan form 5500 will be updated to Published.

File Form 8955-SSA

Form 8955-SSA is a form that must be filed with the IRS to report the status of employees who have left their job and are owed retirement benefits from the company's retirement plan.

1. Use the **View** link under Actions on the 8955-SSA line.

File 8955-SSA ABC Company 401k and Profit Sharing Plan
 EIN: 01-9999999 Plan #: 001 Plan ID: 123456 test Plan Year End: 12/31/20 Plan Year: 20 Form Year: 20

Forms & Attachments Validation E-File

Forms	Name	Actions
<input type="checkbox"/>	8955-SSA	View

Print Previous Cancel Next

Instructions
 To view your filing, use the **View** link in the Actions column. To print the form, check the box and then select the **Print** button. Continue the electronic filing process by selecting **Next** at the bottom right of the screen. Your return will be validated against the IRS filing requirements. If there are no errors or warnings, the E-File screen will appear next.
 For additional assistance, reference the [5500 Online Filing - A Complete How-To Guide](#).

2. Review the Form 8955-SSA and use the scroll bar to navigate through the form. If no changes are needed, continue to step 3.

If changes are needed: complete the following steps:

- a. Navigate to the top of the Form 8955-SSA and from the **Form** menu, select **Print**.
- b. Select **Print** on the following screen.
- c. Use the PDF icon on the right to download and print.
- d. From the **Form** menu, select **Close Form** and log off.
- e. Mark up the changes directly on the form and email to your client service team.

Form 8955-SSA Annual Registration Statement Identifying Separated Participants With Deferred Vested Benefits
 Department of the Treasury Internal Revenue Service Under Section 6057 of the Internal Revenue Code OMB No. 1545-2187
 This Form is NOT Open to Public Inspection

PART I Annual Statement Identification Information
 For the plan year beginning _____ and ending _____
 A Check here if plan is a government, church, or other plan that elects to voluntarily file Form 8955-SSA. (See instructions.)
 B Check here if this is an amended registration statement.
 C Check the appropriate box if filing under: Form 5558 Automatic extension Special extension (enter description) _____

PART II Basic Plan Information - enter all requested information
 1a Name _____ 1b Plan Number (PN) _____

3. Navigate to top of the Form 8955-SSA and from the **Form** menu, select **Close Form**.

Form Edit Help

Open Other Forms in Plan

Close Form

Print Save

Annual Registration Statement Identifying Separated Participants With Deferred Vested Benefits
 OMB No. 1545-2187
 This form is required to be filed under section 6057 of the Internal Revenue Code.
 Go to www.irs.gov/Form8955SSA for instructions and the latest information.
 This Form is NOT Open to Public Inspection

PART I Annual Statement Identification Information
 For the plan year beginning 01/01/20 and ending 12/31/20
 A Check here if plan is a government, church, or other plan that elects to voluntarily file Form 8955-SSA. (See instructions.)
 B Check here if this is an amended registration statement.
 C Check the appropriate box if filing under: Form 5558 Automatic extension Special extension (enter description) _____

PART II Basic Plan Information - enter all requested information
 1a Name _____ 1b Plan Number (PN) _____

4. From the Plan Summary Page, use the **File 8955-SSA** link.

Plan Summary ABC Company 401k and Profit Sharing Plan
 EIN: 01-9999999 Plan #: 001 Plan ID: 123456 test Plan Year End: 12/31/20 Plan Year: 20 Form Year: 20

Form	Form Status	Filing Status
5500 Package	Published	Not Filed
8955-SSA filing	Published	Not Filed
5500 Filing extension (5558)	Published	Not Filed

Instructions
 Reference the [5500 Online Filing - A Complete How-To Guide](#) to walk you through the filing process. To get started, select the [File EFAST Forms](#) link.
 Note: E-File options will only be displayed to authorized plan representatives.

E-File
 File EFAST Forms
 Electronically file your 5500 return (EFAST)
 File 5558 Form
 Electronically file your 5558 (EFAST)
[File 8955-SSA](#)
 Electronically file your 8955-SSA return (EFAST)

5. Use the **Next** button to navigate to the E-File page.
 - a. If validations are displayed, contact your client service team.

File 8955-SSA ABC Company 401k and Profit Sharing Plan
EIN: 01-9999999 Plan #: 001 Plan ID: 123456 test Plan Year End: 12/31/20 Plan Year: 20 Form Year: 20

1 2 3
Forms & Attachments Validation E-File

Print	Forms	Name	Actions
<input type="checkbox"/>	8955-SSA		View

Instructions

To view your filing, use the **View** link in the Actions column. To print the form, check the box and then select the **Print** button. Continue the electronic filing process by selecting **Next** at the bottom right of the screen. Your return will be validated against the IRS filing requirements. If there are no errors or warnings, the E-File screen will appear next. For additional assistance, reference the [5500 Online Filing - A Complete How-To Guide](#).

6. Use the **Transmit** button. No signature credentials are required.

7. Proceed to [Summary Annual Report \(SAR\)](#).

1 2 3
Forms & Attachments Validation E-File

Confirmation

Your filing has been successfully validated and is ready to be electronically filed through the FIRE system. Would you like to submit your 8955-SSA for processing?

Glossaries

Form/Schedule Glossary

Form/Schedule	Description
Form 5500	Form used to report the financial condition, investments and operations of the benefit plan. Required to be filed by employers that sponsor employee benefit plans to ensure the plans are managed and operated in accordance with the regulations set forth by the IRS, DOL, and Pension Benefit Guaranty Corporation (PBGC). Refer to the Form 5500 Information Guide to learn more.
Form 5500 - SF	This is a simplified version of the Form 5500 Series used by plans who qualify for the waiver of the annual audit .
Form 8955-SSA	A form that must be filed with the IRS to report the status of employees who have left their job and are owed retirement benefits from the company's retirement plan. This form helps the government keep track of these benefits so that employees can receive them when they retire.
Schedule C	A schedule used with the Form 5500 that reports information about service providers and any direct or indirect compensation they receive for services to an employee benefit plan. It includes details on fees and other payments to professionals like accountants and consultants, ensuring transparency and accountability.
Schedule D	A schedule used with the Form 5500 that reports details about the plan's investments in specific types of pooled investment relationships.
Schedule H	A schedule used with the Form 5500 for plans that do not qualify for the waiver of the annual audit , and require an audit performed by an independent qualified public accountant.
Schedule R	A form used with Form 5500 that provides additional information about the plan, including distributions, funding, and plan characteristics. This helps the IRS and the DOL ensure compliance with laws and regulations.
Summary Annual Report (SAR)	A plan document that provides a brief overview of the financial status of the retirement plan. It includes key information such as the plan's total assets and liabilities, income and expenses, funding status, significant changes during the year, and participants' rights to additional information. The SAR is distributed annually to plan participants and beneficiaries as required by the Employee Retirement Income Security Act (ERISA).

5500 Online Status Glossary

Form/Schedule	Description
Published	Form(s) are available for review.
Republished	Form(s) have been republished for review.
Viewed	Form(s) have been viewed.
Printed	Form(s) have been printed.
Viewed & Printed	Form(s) have been viewed and printed.
Locked by Administrator	A user is currently editing the form and is locked from editing by other users.

Form 5500 Filing Status Glossary

Form/Schedule	Description
Not Filed	The form(s) have been posted online for your review.
Signature Saved	Signature has been saved.
Signatures Cleared	Signature(s) have been erased by a user who has chosen to edit a form and selected OK when asked if they would like to erase signatures. Any time a form is edited all saved signatures will be erased.
Submitted	Form(s) have been signed and submitted to the DOL.
Processing	Transmitting each of the form/annual reports to EFAST2 may take up to 20 minutes.
Processing Stopped	Transmission stopped because filing was missing crucial information. The annual return/report must be corrected and resubmitted in its entirety as an amended filing. Contact your client service team for assistance.
Submission Failed	An error was encountered during the submission process of the filing. The filing will automatically be re-sent to EFAST2 soon.
Filing Stopped	Filing stopped because filing was missing crucial information. The annual return/report must be corrected and resubmitted in its entirety as an amended filing. Contact your client service team for assistance.
Filing Error	EFAST2 discovered errors in the annual return/report information provided and must be corrected and resubmitted as an amended filing. Contact your client service team for assistance.
Filing Unprocessable	EFAST2 could not read the annual return/report. This is not considered filed and will need to be resubmitted. Contact your client service team for assistance.

8955-SSA Filing Status Glossary

Form/Schedule	Description
Not Filed	The Form 8955-SSA has been posted online for your review.
Submitted	The Form 8955-SSA has been signed and submitted to the IRS.
Submission Failed	An error was encountered during the submission process of the filing. Contact your client service team for assistance.
Filed	The Form 8955-SSA has been received by the IRS.

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