



CBIZ Actuarial & Benefit Consultants

Form 5500 Compliance and Preparation

At CBIZ Actuarial & Benefit Consultants, our business is helping your business grow. One way we can help is to relieve you of some of the administrative burdens that take you away from focusing on your business.

All retirement plans (401(k), 403(b), profit sharing, ESOP, defined benefit and money purchase pension plans) are required to file Form 5500 with the Department of Labor annually. In addition, welfare benefit plans (health, life insurance, disability, etc.) that cover more than 100 employees, and smaller welfare benefit plans that use a trust to pay for benefits are also required to annually file Form 5500.

Effective for plan years beginning on or after January 1, 2009, the Department of Labor requires employers to file Form 5500 annual reports for their welfare and retirement plans electronically. This new electronic filing system is called EFAST2. Plans are able to utilize the electronic filing system effective January 1, 2010.

CBIZ Actuarial & Benefit Consultants will provide the services you need to minimize the administrative burden relating to filing Form 5500 for your benefit plans, including:

- Review your benefit plans to determine the necessity for filing.
- Gather the necessary census and financial data and prepare the Form 5500 and required schedules.
- Assist with acquiring the “credentials” necessary for the appropriate personnel at the company to complete the electronic filing.
- Coordinate with the company’s other advisors (such as their auditor) to obtain any additional information required to be filed with the Form 5500.
- Coordinate with the appropriate personnel to have the Form 5500 electronically signed and submitted to the Department of Labor.

CBIZ Actuarial & Benefit Consultants offers Form 5500 preparation services on a “stand-alone” basis for both retirement and welfare benefit plans as well as for our existing retirement plan clients for which we provide administration and consulting services.