

Q & A from ftwilliam.com's E-Filing Form 8955-SSA Webinar

May 7, 2015

1. Does the e-filing requirement apply to all filers, or just those with over 250 forms?

Answer: The e-filing requirement is only applicable to those Plan Sponsors that need to file more than 250 forms (combined total of W-2s, 1099-Rs and income, employment and excise tax returns). Even if your Plan Sponsor is not required to electronically file, they may certainly do so.

Click [here](#) to view the IRS FAQs #8 or [here](#) to view the IRS Mandatory Electronic Filing for Certain Form 8955-SSA and 5500-series Returns.

2. Why do we receive an error message if you do not type in Plan Administrator name?

Answer: It is suggested by the IRS that when electronically filing, to type the name of the Plan Administrator or the Plan Sponsor into the signature line. This is not an IRS requirement at this time, so the edit check you will receive if you elect to leave these fields blank is only a warning and will still allow you to receive an "OK" edit check status.

Click [here](#) to view the IRS FAQs #13.

3. So by e-filing, we as the TPA can do the filing without involving the plan sponsor?

Answer: Correct. You as the TPA will either be able to create batches to submit to ftwilliam.com for fulfillment, which eliminates the need for your client to be a part of the process. Or, you may elect to have your client e-file through the portal, which is still sent to ftwilliam.com for fulfillment.

4. Or you can invite the plan sponsor to do the portal access to file? But either option is allowable?

Answer: Correct. You as the TPA will either be able to create batches to submit to ftwilliam.com for fulfillment, which eliminates the need for your client to be a part of the process. Or, you may elect to have your client e-file through the portal, which is still sent to ftwilliam.com for fulfillment.

5. Will you be able to invite the portal user at the same time for both the 5500 and 8955 e-filing?

Answer: Yes. You will be able to prepare your 5500 filing and your 8955-SSA filing, set up your portal user to have e-signing permissions for the 5500 and e-filing permissions for the 8955-SSA, then lock the 5500 filing and invite your client to sign. When your client logs into the portal, he/she will see both the "E-Sign 5500" and "E-File 8955-SSA" tasks displaying to complete. Please note that we do suggest either modifying your "Invite to Sign" email template or cloning the existing template to include instructions on e-filing the 8955-SSA (WK logo-> Administrative Tasks-> Portal/Workflow-> Global Email Settings-> Edit next to "Default Signer Email"-> Clone or modify existing template).

6. Why do you have to upload participant data twice?

Answer: This may have been a bit confusing in the webinar, but you will not need to upload participant data twice. You may either upload participant data on a plan-by-plan basis, or after creating a batch to upload to multiple plans at once.

7. When a 5558 is created and a 5500 is extended the 5558 box on the 5500 is automatically checked. I do not think this works the same way if the 8955-SSA is extended on the 5558, is that correct?

Answer: Correct. This is currently on our enhancement list, but we do not have a specific ETA as to when this will be updated.

8. We have manually entered some SSA information for some plans; is there a way to download the information that was entered so that we have a spreadsheet that we can work from going forward?

Answer: Yes. You may download existing participant data on a plan-by-plan basis, or from a batch you have created. To download existing data from a specific plan, you will do the following: Select company/plan-> 5500 module-> Year-> Form 5500-Year main screen-> 8955-SSA box-> Upload-> Participant CSV Upload-> Click on "Existing Plan Participants .csv" to download a spreadsheet of your plan's data.

To download existing data from a batch, you will do the following: Home screen-> Batches/Workflow-> 5500 Batch/Workflow-> Year-> 8955-SSA Batch/Fulfillment-> Click on batch name-> Upload Menu-> Participant CSV Upload-> Click on one of the "Download Existing Participant Data" spreadsheet options, based on your desired identifier.

9. For the Portal User E-file will there be a limit on the number of entries in a SSA. What if a client has 2000+ entries?

Answer: No, there is not a limit to the number of participant entries included on the form. Your client may notice that the form may take a bit of time to download from the portal to review prior to e-filing, depending on the number of entries provided.

10. If using the portal for the plan sponsor, is there a separate batch charge for each 8955?

Answer: When a portal user clicks on "E-File Form 8955-SSA" from the portal, the plan is sent to ftwilliam.com for fulfillment. If you go to the Batches/Fulfillment screen for the 8955-SSAs, you will see a batch created for the specific plan, marked as Pending (will update to In Process and Completed). This service is a flat \$5 fee/plan.

11. If the batch feature is used, would FTW suggest doing that 24 times a year? Since there could possibly be two due dates for each plan year end? The original filing date and the extended date.

Answer: This is entirely up to you as to when you create batches to either e-file yourself or use ftwilliam.com's fulfillment service. For organizational purposes, you may find it helpful to create two separate batches each month based on the plan year end and add plans accordingly.

12. Why is there a \$5 fulfillment if it is e-filed by the portal user?

Answer: When a portal user clicks on "E-File Form 8955-SSA" from the portal, the plan is sent to ftwilliam.com for fulfillment. If you go to the Batches/Fulfillment screen for the 8955-SSAs, you will see a batch created for the specific plan, marked as Pending (will update to In Process and Completed). This service is a flat \$5 fee/plan.

13. What is the benefit of using ftwilliam site versus the IRS site? Is the IRS site free?

Answer: If you use ftwilliam.com's fulfillment service, we will electronically file your forms on your behalf and you will not need to worry about obtaining a TCC Code from the IRS or uploading the files to the FIRE site to file. If you have multiple plans to e-file, you would have to upload them one at a time (the IRS does not have a batch process for the 8955-SSAs); ftwilliam.com can help you save time. There is no charge to e-file yourself to the FIRE site.

14. If a portal user files through the portal, do they have to sign two business days prior to the filing deadline to ensure they file timely (like batch filings for multiple plans)?

Answer: We would highly recommend having the portal user e-file from the portal at least two business days prior to his/her plan's deadline, to ensure the filing is submitted timely to the IRS.

15. What is the checkmark column on page 2 of the 8955?

Answer: You would select the box in the checkmark column for a participant if his/her record was incomplete.

Click [here](#) to review the instructions.