

FORM 5500 FILING PROCESS

Here are step-by-step instructions for processing a Form 5500 with ABV.
Already a client? Please begin with Step 3.

Step 1: Provide select information to ABV for the Discovery Process

Information needed during the Discovery Process includes; number of welfare benefit plans, filing dates, anniversary dates, status of prior year filings, etc.

Step 2: Receive Engagement Letter and fee estimate from ABV

Sign and return.

Step 3: Send Schedule A info to ABV

Send information to anne@abvadvisors, as received from carriers and/or TPAs.

Step 4: ABV creates a **Needs List** and reports back to client

The **Needs List** is a formal request for any and all missing information, including beginning, end of year, active and COBRA employee enrollment.

Step 5: Client/Advisor researches and supplies missing information

Step 6: ABV preps form and emails draft copy to client/advisor for review

Step 7: Client/Advisor reviews Form 5500, Advisor forwards to client for their review, if applicable, and Client/Advisor confirms approval.

Step 8: Electronic Signature Process

All Form 5500 filings are required to be submitted to the DOL electronically. Our **Electronic Signature Process** spells this out for you step-by-step. [Click here](#).

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Step 9: ABV sends Confirmation Email, followed by Filing Summary Letter and Summary Annual Report (SAR)

Step 10: ABV sends invoice to Client/Advisor

Step 11: Client/Advisor submits payment to ABV

Advice. Strong employee benefits domain expertise.
Benefits. Automated, comprehensive compliance tools.
Vision. Anticipate and consult.

Contact ABV

o: 1.855.5500.ABV

c: 317.607.0946

e: anne@abvadvisors.com

11495 N. Pennsylvania St., Ste. 140

Carmel, IN 46032

www.abvadvisors.com