

Portney & Company, CPA's  
70 Grand Avenue Suite 107  
River Edge, NJ 07661  
(201) 862-0500  
[www.portney.com](http://www.portney.com)

---

June, 2017

**RE: Form 5500-EZ or SF for 401(K),  
Profit Sharing and/or Money Purchase Plans**

Dear Client:

The tax returns of the above captioned plans are due July 31, 2017. If you would like us to perform the necessary professional services and due to the current governmental requirements electronically file the returns with them, please return the below items by July 15, 2017. A return envelope is included for your convenience.

1. Signed engagement letter(s). Copy enclosed for your records.
2. Worksheet for your pension plans.
3. Copy of the Asset Statement, which lists the fair market value of plan assets of December 31, 2016. **Please provide actual statements, not just your handwritten summary of assets.**
4. **Register with E-fast DOL Website** to E-sign (see attached information sheet to register) and be ready and willing to E-sign your Forms 5500.

**Please note that if you rolled a previous years plan into a new plan, such as your money purchase plan into a profit sharing plan, a 401(K), or terminated your plan and rolled it over into an IRA or other retirement plan, a FINAL return MUST be filed for the terminated plan. Additionally, a 5500EZ would also need to be prepared for any new plan unless it is a rollover IRA. The fee for the preparation, e-filing and submission of the appropriate information via the required methods will be \$ 300.00 per return. If you file more than one each additional will be \$ 200.00**

If we have not timely received your information, we will put your plan(s) on extension and there will be an additional fee of \$ 75.00 per return unless you notify us otherwise. The extension to file will expire on **October 15, 2017** and the returns must be submitted by that date.

If you should have any questions regarding the enclosed, please feel free to contact me at (201) 862-0500.

Regards,

Mary Lou Portney, CPA

MLP/cf  
Enclosure

S:\Form 5500 Filings\June 2017 Cover Letter Form 5500 EZ.dotx

WORKSHEET FOR FORM 5500-EZ/SF FOR PENSION PLANS

Please return this worksheet with your signed engagement letter, **be sure you have registered on the E-fast Website.**

Name: \_\_\_\_\_

Email Address to Send E-Signature:

\_\_\_\_\_

**Keogh, Profit Sharing, Money Purchase Plan or 401(K)**

|  | Plan asset<br>Statement at<br>12/31/16<br><b>(please attach)</b> | *Amount<br>Contributed<br>Prior to<br><b>12/31/16 *</b> |
|--|--|---|
| Type of Plan   |  |   |
| _____ 401 (K) Plan up to \$18,000 of earned income plus catch-up \$6,000 if eligible (\$53,000)                                | _____  | \$ _____  |
| _____ Profit Sharing Plan - (the lesser of \$53,000 Subject to a \$265,000 cap on earnings or 20% of net self employed income) | _____  | \$ _____  |
| _____ Money Purchase Plan – (the lesser of \$53,000 or 20 % of net self employed income)                                       | _____  | \$ _____  |

If you are subject to RMD (required minimum distribution), kindly list the amount withdrawn from your plan during 2016. \$ \_\_\_\_\_

**\*Please differentiate amount if you funded any portion of your 2016 contributions during 2016 or 2017 so we can properly adjust the year end balance.**

**Initial here to confirm that you have registered on the E-Fast Website and are ready to E-sign the Form when Sent** \_\_\_\_\_

**This information will be posted on a link on our website  
under client resources. [www.portney.com](http://www.portney.com)**

*Required Steps to Register To E-file and Sign Forms 5500*

In your web browser visit:

[www.efast.dol.gov](http://www.efast.dol.gov)

The Registration is performed on the [EFAST2 Website](#), select "Register" on the Welcome screen. You can get your EFAST2 credentials by completing seven easy steps. The whole process should take just a few minutes.

1. Read and accept the privacy statement.
2. On the next screen, provide contact information (name, address, phone, company name, etc.) and select one or more of the five user types. For example, someone preparing, signing, and submitting a filing through IFILE will choose "Filing Author" and "Filing Signer".
3. Select one of the two challenge (or security) questions and provide an answer. The challenge question and answer is used in case you forget your password.
4. After verifying that the information you entered is correct, you will see the Registration Confirmation screen telling you that completion of your registration will be pending until you receive your Credentials Notification email with further instructions. EFAST2 generates and sends the Credentials Notification email within five minutes.

5. Once you receive the Credentials Notification email, select the link in the email that will take you to a secure EFAST2 website, which will ask you for the answer to your challenge (or security) question.
6. You will be asked to accept the PIN Agreement, which describes the security of your PIN and what to do if your PIN is lost or stolen. You will also be asked to accept the Signature Agreement if you will be signing the Form 5500 or Form 5500-SF.
  
7. You will be prompted to create a password. The password must be between 8 and 16 characters long and must not contain spaces. You must use at least one uppercase letter, one lower case letter, at least one number and at least one of the following special characters [!, @, \$, %, ^, &, \*, (, )]. No other special characters are allowed. Your new password must be different from your last 12 previous passwords. This field is case-sensitive and must be re-set after 90 days.

Once you have your UserID, PIN, and password, your EFAST2 registration is complete.

**Save this information you will need it to E-sign your  
Forms 5500**

s:\form 5500 filings\required steps to register to efile 5500 for 2015.docx