Upload and Download Features

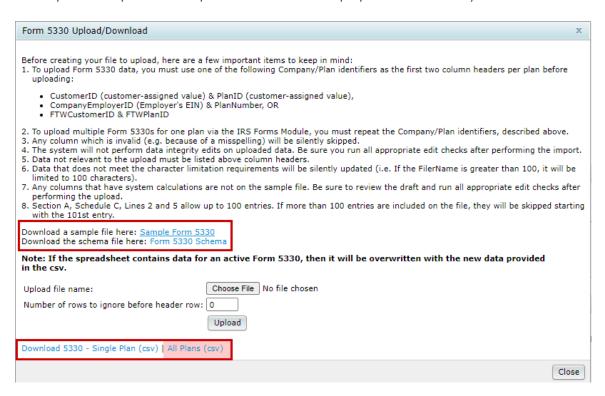
02/04/2025 12:46 pm CST

To upload one or multiple Form 5330s, select the Upload link within the 5330 Box in the 5500 Module.



In the Form 5330 Upload/Download window, users can:

- Download a sample template and schema CSV files.
- Download existing Form 5330s for one or multiple plans.
- Upload a template file to import data for one or multiple plans simultaneously



Once the template is completed return to the upload page, select the file, and specify the **Number of rows before** header row. The upload process will automatically generate any needed supplemental pages (P4/5) for the filing.

Using the sample file provided as an example:

- Choose the CSV file
- Enter 14 in the Number of rows to ignore, as the official headers start at row 15
 - If using the **Download 5330-Single Plan** or **All Plans** CSV template, this value is "0" unless additional rows were added manually

Form 5330 Upload/Download

Before creating your file to upload, here are a few important items to keep in mind:

- 1. To upload Form 5330 data, you must use one of the following Company/Plan identifiers as the first two column headers per plan before uploading:
 - CustomerID (customer-assigned value) & PlanID (customer-assigned value),
 - CompanyEmployerID (Employer's EIN) & PlanNumber, OR
 - FTWCustomerID & FTWPlanID
- 2. To upload multiple Form 5330s for one plan via the 5500 Forms Module, you must repeat the Company/Plan identifiers, described above.
- 3. Any column which is invalid (e.g. because of a misspelling) will be silently skipped.
- 4. The system will not perform data integrity edits on uploaded data. Be sure you run all appropriate edit checks after performing the import.
- 5. Data not relevant to the upload must be listed above column headers.
- 6. Data that does not meet the character limitation requirements will be silently updated (i.e. If the FilerName is greater than 100, it will be limited to 100 characters).
- Any columns that have system calculations are not on the sample file. Be sure to review the draft and run all appropriate edit checks after performing the upload.
- 8. Section A, Schedule C, Lines 2 and 5 allow up to 100 entries. If more than 100 entries are included on the file, they will be skipped starting with the 101st entry.

Download a sample file here: Sample Form 5330 Download the schema file here: Form 5330 Schema

Note: If the spreadsheet contains data for an active Form 5330, then it will be overwritten with the new data provided in the csv.

Upload file name:	Browse 5330_Sample_File correct.csv
Number of rows to ignore before header row:	14
	Upload

Download 5330 - Single Plan (csv) | All Plans (csv)

Close