Completing Form 5330 Attachments

03/26/2025 10:10 am CDT

When filing Form 5330, you may need to include one or more of the following attachments, each with its own specific formatting and content requirements:

- **8822-B**
- **Amended Return Changes (template provided)**
- **Prohibited Transactions Correction Statement**
- **Prohibited Transactions No Correction Statement** (template provided)
- **Reasonable Cause Explanation**

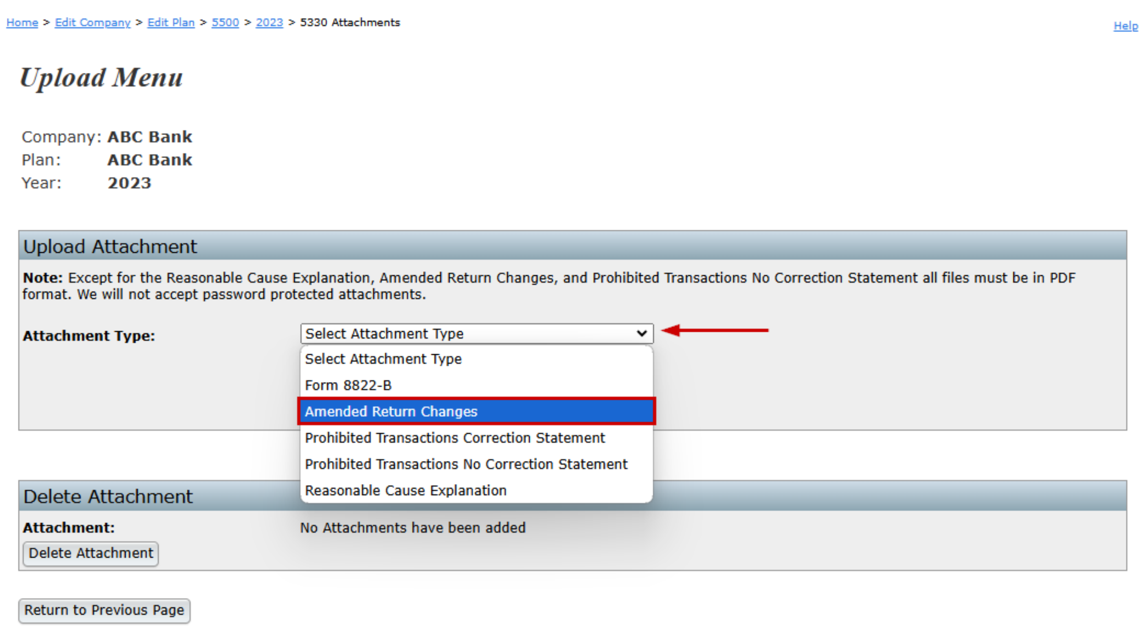
Below is a detailed explanation of each attachment type and its requirements.

8822-B: Change of Address or Responsible Party

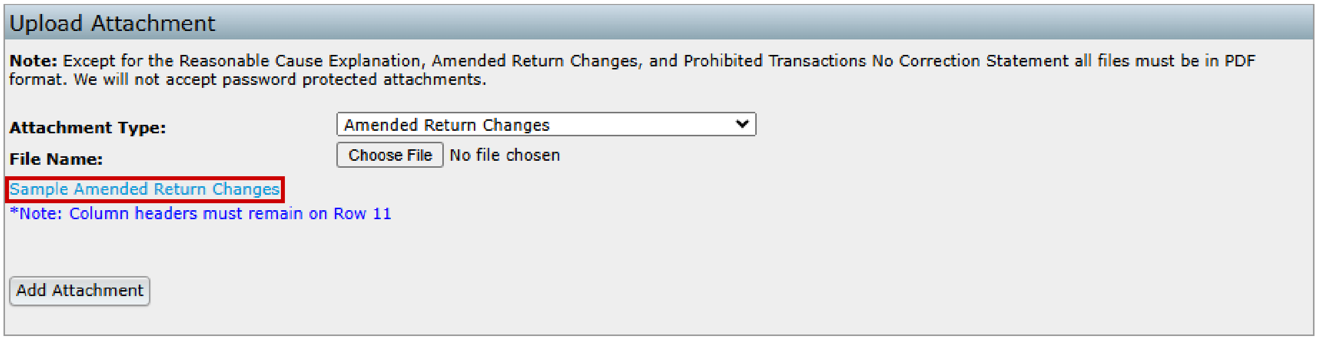
- **Format:** Completed PDF form.
- **Instructions:**
  - Download and fill out IRS Form 8822-B.
  - Save the form as a PDF.
  - Attach the completed PDF to the filing.

Amended Return Changes

Select the Amended Return Changes attachment type from the dropdown menu:



Once selected, a link to the .csv template will populate:



To meet IRS requirements, **every column** in the provided spreadsheet must be completed.

- **Do not modify or remove** the header row or any content in **rows 1–11**, as this will prevent the file from importing properly.

Column A: PartNum

- Identify whether the correction applies to **Part I** or **Part II** of Form 5330.
- If a correction affects both Part I and Part II, create separate line items for each.
- Use the following codes:
  - I → Part I (Lines 1–16)
  - II → Part II (Lines 17–19)
- *Note:* You do not need to document changes to specific schedules listed on **pages 3–6** of Form 5330.

Column B: LineNum

- Enter the specific line number from Form 5330 being corrected.

Column C: OnPreviousReturnAmt

- Input the original value from the previous return for the line identified in **Column B**.

Column D: OnAmendedReturnAmt

- Enter the corrected value that will appear on the amended return.

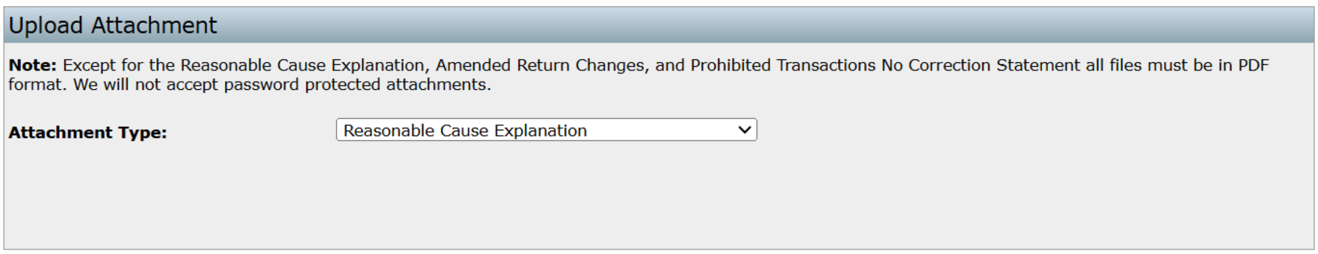
Column E: ExplanationTxt

- Provide a brief, clear explanation for the correction.

	A	B	C	D	E
1	Form 5330 - Amended Return Changes				
2	1. DO NOT REMOVE OR MODIFY ROWS 1-11 OR COLUMN A				
3	2. The following are valid values:				
4	Description	Column Headers	Data Type		
5	Part number (I;II)	PartNum	TextType		
6	Line number	LineNum	TextType		
7	Amount on previous return	OnPreviousReturnAmt	USDecimalAmountType		
8	Amount on amended return	OnAmendedReturnAmt	USDecimalAmountType		
9	Explanation of modification	ExplanationTxt	Explanation Type		
10					
11	PartNum	LineNum	OnPreviousReturnAmt	OnAmendedReturnAmt	ExplanationTxt
12	I	13	653	635	Recordkeeping error
13	II	17	653	635	Recordkeeping Error
14	II	19	653	635	Recordkeeping Error

Reasonable Cause Explanation

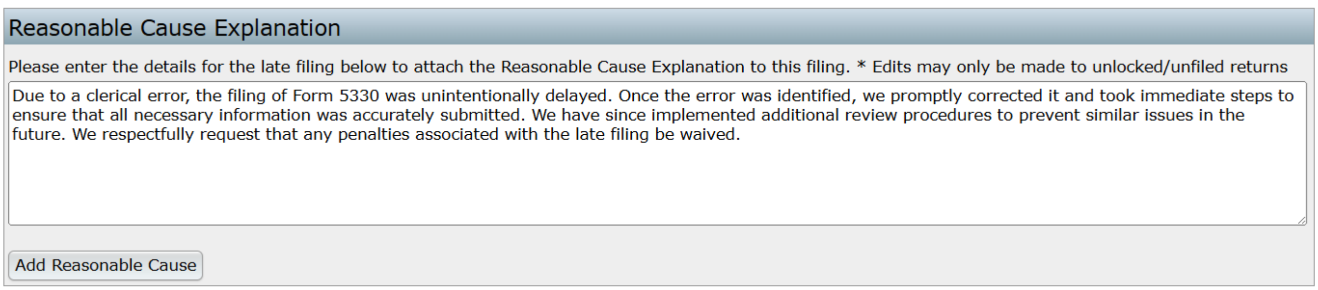
- **Format: Typed directly into the attachment window.**
- **Instructions:**
  - The software automatically converts the text into the required XML format.
  - Provide a clear, concise explanation of the reasonable cause for the late or incorrect filing.
- **Example:**



Upload Attachment

Note: Except for the Reasonable Cause Explanation, Amended Return Changes, and Prohibited Transactions No Correction Statement all files must be in PDF format. We will not accept password protected attachments.

Attachment Type: Reasonable Cause Explanation



Reasonable Cause Explanation

Please enter the details for the late filing below to attach the Reasonable Cause Explanation to this filing. * Edits may only be made to unlocked/unfiled returns

Due to a clerical error, the filing of Form 5330 was unintentionally delayed. Once the error was identified, we promptly corrected it and took immediate steps to ensure that all necessary information was accurately submitted. We have since implemented additional review procedures to prevent similar issues in the future. We respectfully request that any penalties associated with the late filing be waived.

Add Reasonable Cause

Prohibited Transactions Correction Statement

Purpose:

- Used when you have corrected one or more **prohibited transactions** reported on **Schedule C** of Form 5330.
- Provides details on the correction, including the date it was made, the method used, and the excise tax paid.
- Upload the statement as a **PDF file.**

Required Information:

- **Transaction Number:** From Schedule C, column (a).
- **Description:** Brief summary of the transaction.
- **Correction Date:** When the transaction was corrected.
- **Correction Method:** How the correction was made (e.g., lost earnings deposited, re-amortization of loans, etc.).
- **Excise Tax Paid:** The amount paid due to the transaction.

When to Use:

- When the prohibited transaction **has been corrected** and you need to report the correction to the IRS.

Example:

Plan Name: ABC Company 401(k) Plan
EIN: 12-3456789
Plan Year: 2024

Transaction 1:

- **Transaction Number:** 001
- **Description:** Late deposit of employee deferrals from January 2024 payroll.
- **Correction Date:** 03/15/2025
- **Correction Method:**
  - The employer deposited the missing deferrals into affected participants' accounts.
  - Lost earnings were calculated using the **Voluntary Fiduciary Correction Program (VFCP)** calculator and credited accordingly.
  - Affected participants were notified of the correction.
- **Excise Tax Paid:** $2,000

Transaction 2:

- **Transaction Number:** 002
- **Description:** Incorrect loan offset distribution.
- **Correction Date:** 04/01/2025
- **Correction Method:**
  - The loan was **re-amortized** to correct the offset error.
  - The excess offset amount was restored to the participant's account, including lost earnings.
- **Excise Tax Paid:** $1,500

Prohibited Transactions No Correction Statement – Instructions

To complete the spreadsheet, list each unresolved prohibited transaction from **Schedule C**, including:

- A **brief description** of the transaction.
- The **planned correction date**, which Schedule C does not capture.

Column A: TransactionNum

- Enter the transaction number from **Schedule C, column (a)**.
- Use a whole number with up to **3 digits**.
- Example: 001

> **NOTE**: Excel may automatically remove leading zeros. Therefore, 001 may appear as 1 in the spreadsheet.

Column B: TransactionDesc

- Provide a brief description of the transaction, expanding on what is reported in **Schedule C**.
- Example:
  - *"Late deposit of employee deferrals from January 2024 payroll."*

Column C: PlannedCorrectionDt

- Enter the date you plan to make the correction.
- Use the standard **MM/DD/YYYY** format (up to 10 characters).
- Example: 03/15/2025

TransactionNum	TransactionDesc	PlannedCorrectionDt
1	Late Deposit of January 2024 deferrals	3/15/2025
2	Incorrect loan offset distribution	4/01/2025

Key Differences between Prohibited Transactions Correction Statement and Prohibited Transactions No Correction Statement

Feature	Correction Statement	No Correction Statement
Purpose / When to Use	Used to report **corrected** prohibited transactions. Required when a prohibited transaction has been **corrected** and needs to be reported to the IRS.	Used to report **unresolved** prohibited transactions with a **planned correction**. Required when no correction has been made yet.
Required Attachment Type	**PDF file** (customer generated)	Spreadsheet (template provided)
Details Included	Includes detailed correction info: 1. **Transaction Number** from Schedule C 2. **Description** of the transaction 3. **Correction Date** (MM/DD/YYYY) 4. **Correction Method** (e.g., lost earnings, re-amortization, etc.) 5. **Excise Tax Paid**	Includes unresolved transaction details: 1. **Transaction Number** from Schedule C 2. **Description** of the unresolved transaction 3. **Planned Correction Date** (MM/DD/YYYY)
