



1)

2)

3)

4)

5)

6)

7)

a)

b)

c)

d)

e)

f)

Instructions for Completing Excel Template

[Review the Form MP-200 Instructions before entering data.https://www.pbgc.gov](https://www.pbgc.gov)

Enter the PBGC case number assigned to your plan and case name in the heading of the applicable tab.

Use the appropriate schedule as a guide while filling out this spreadsheet.

Overwrite the sample data in each tab and populate the applicable tab for:

- Notifying PBGC of transfer to Financial Institution: Schedule A; or
- Transferring Funds to PBGC: Schedule B
- Missing Distributees Removed via Amendment

The item number on the schedule corresponds to the applicable section or question on MP-200

Save your spreadsheet as "Form 200 Excel Attachment_12345600" where "12345600" is the applicable case number of your plan.

Feel free to add a row at the bottom totaling amounts, counting participants, etc., but insert a blank row between the individual data and any "total" row you want to add.

Tips for Schedule B

See Color Coding tips to help understand when additional data or an attachment is required.

See Definitions of Qualified and Non-Qualified Roth Transfers to determine if Post-Tax transfers are Qualified.

Uncashed checks should be transferred to PBGC without any reduction for tax withheld.

If the administrative fee gets paid out of participant funds, record the amount net of the fee.

If the plan has Other non-taxable benefits, include a description/plan provisions.

If the Missing Distributee is a Beneficiary, list the beneficiary's information and include an attachment, or use the Beneficiary tab, to include the originating Participant and why the beneficiary is due money.

Schedule B Individual

COLOR CODE KEY

<p>Additional information or attachment Required to describe this situation</p>	<p>v v Y b v E</p>
<p>Roth benefit does not appear to be Qualified</p>	<p>v t c</p>
<p>Additional Information is Required in this cell</p>	<p>v k</p>

TAB

Removed via Amendment

Missing data for Transferring Plans - Attachment to Form MP-200

Use these color indicators when reviewing your filing spreadsheet to insure you have included all the necessary data and descriptions.

When Data is entered and the Cell is highlighted with a blue background and a white font, additional information is needed to describe the situation. You can use fields to the right if it's related to a missing distributee being a beneficiary or a portion of the benefit attributable to non-US source income. You will need to include an attachment if it's related to Other post-tax contributions or a Beneficiary election form.

When Data is entered in the Qualified Roth Transfers and the Missing Distributee is less than age 59.5, the cell is highlighted with an orange background and a black font. If this data is correct, add a note about why the Missing Distributee's Roth benefit is Qualified.

When Data is entered and the Cell is highlighted with a yellow background and a bright blue font, Additional Information is Required in this cell. -

Use this Tab for participants that were removed from the Plan Via Amendment, why they were removed and any benefit amount in 8a if a copy of the form is not available.

Vertical blue line

Schedule A

ie left blank

Part II - Individual Information

Missing distributee's name				Last-known address		
Last	First	Middle	Date of birth	Social securit	Street	City
3a(1)	3a(1)	3a(1)	3a(2)		3b(1)	3b(2)
White	Betty	E	20214	111111111	123 Robin Hw	City1
Yellow	Joseph	F	23899	222222222	123 Blackbird	City2
Black	Polly	G	25756	333333333	123 Eagle St	City3

Schedule A

State	Zip	Account information		Amended Filin
3b(3)	3b(4)	Account numt	Account balan	Use "Removec
		3c(1)	3c(2)	\$4.00
DE	42345	1111111111	25000	
WV	52345	2222222222	10000	
DE	62345	3333333333	2500	

Schedule B

Schedule B Individual data for Transferring Plans - Attachment to F

See instructions for detailed information about data to be entered, including informat

Case Number 33333300

Case Name Bus. Corp.

Part II - Individual Information

Form MP-200

Information about which items may be left blank

COLOR CODE I

Part III - Transfer Amount

KEY

Schedule B

Part IV - Miscellaneous Information if Missing Distributee is a B

Schedule B

eneficiary (if answer in 2f is B= Beneficiary)

Removed via Amendment

Removed via Amendment data - Attachment to Form MP-200

See instructions for detailed information about data to be entered, including informatior

Case Number 33333300

Case Name Bus. Corp.

Removed via Amendment

Last-known address

Distributee SSDistributee N Street

Removed via Amendment

about which items may be left blank