

**PA Department of the Auditor General
Municipal Pension Reporting Program (MPRP)**

ACT 205 E-FILING USER GUIDE – PLAN DECLARATION

The purpose of the **Plan Declaration** is to make the Municipal Pension Reporting Program (MPRP) aware of the pension plan(s), if any, that your municipality, authority or regional maintains for its employees. If your municipality does maintain a pension plan for its employees, then a link will be created that will allow the municipality (or actuary/3rd party administrator) to complete the Actuarial Valuation report in **Step 3. Form Links**, which is required by law under Act 205 of 1984.

If your municipality does not provide a pension plan for its employees, then completing the Plan Declaration and certifying that **NO** pension plan is provided will fulfill the filing requirements for your municipality under Act 205.

The Plan Declaration is required to be submitted to MPRP by October 15, 2019.

Logging In

Begin by logging in to DCED’s Municipal Statistics website at <https://munstats.pa.gov/forms/Login.aspx>. If you have not previously registered to file with DCED or PA PowerPort for any of their various reporting forms, click the “Register” button on the left side of the Log In box.



Log in to Municipal Statistics	
User Name:*	<input type="text"/>
Password:	<input type="password"/>
Forgot your user name or password?	
<input type="button" value="Register"/>	<input type="button" value="Log In"/>

* If you have registered with PA PowerPort, you should use the same user name and password to access Municipal Statistics.

After logging in you will come to the Start Page, which lists all of your municipality's Tasks. You can go to the Act 205 forms by going to "Click here to file Act 205" at the bottom of the page.

Welcome, Test User

General News

You may obtain a blank copy of the 2015 Annual Audit and Financial Report (DCED-CLGS-30) by clicking the link below:

<http://dced.pa.gov/download/dced-clgs-30-2015-municipal-annual-audit-and-financial-report/>

Note that this is a working copy only- All municipalities are required to e-file their Report with DCED.

Your Pending Tasks

You have no pending tasks.

Your Editable Tasks

You have no editable tasks.

Your Overdue Tasks

! Your [2017 Tax Information Form](#) was due on 1/15/2017.

! Your [2016 Annual Financial Report](#) was due on 4/1/2017.

Your AG-385 Form Tasks

(Direct all questions to PA Auditor General's Municipal Pensions & Fire Relief Programs Unit at 1-800-882-5073 or email to Comptroller@PaAuditor.gov)

! Your [AG-385 Form](#) is due on 3/31/2019.

Your Act 205 Form Tasks

(Direct all questions to PA Auditor General's Municipal Pensions & Fire Relief Programs Unit at 1-800-882-5073 or email to Comptroller@PaAuditor.gov)

[Click here to file Act 205](#)



1. Municipality Contacts

Once on the Act 205 Home Page, click on **1. Municipality Contacts** at the top left hand side to review and update any contact information, if necessary. Review the Primary Contact Information as well as the Officials listed below. If you have made any changes to the Primary Contact Information, click 'Update.'

Home Act 205 Home Log Out

1. Municipality Contacts 2. Plan Declaration 3. Form Links



Primary Contact Information

Name *

Title *

Address 1 *

City *

State *

Zip *

Phone *

Federal EIN *

Date Last Updated

Official Code	Position	Name	Updated	
01	Mayor / Executive		1/10/2014 12:00:43 PM	Edit Delete

2. Plan Declaration

After reviewing the Contact Information, click on **Step 2. Plan Declaration** to confirm your municipality’s pension plan(s), if any. Review the Current Active Plans for your municipality, if applicable. This information is based on the previous Act 205 filing for your municipality.

1. If you have created a new plan since the last filing period, click ‘Add New.’ For more details on the Form Type descriptions, click on the link “Click to See Form Type Descriptions.”
2. If a plan is no longer active (meaning it has been legally dissolved), click ‘Deactivate’. Please Note: You will be required to provide MPRP with supporting documentation on the dissolution of the pension plan.
3. If your plans are still the same, click ‘Edit’ to update the Responsible Party for each plan.

~IF YOU HAVE NO PENSION PLANS TO REPORT UNDER ACT 205, SKIP TO PAGE 6 OF THIS USER GUIDE.~

Municipal Statistics

Act 205
2019 Plan Declaration

STATU

Declaration 3. Form Links

Current Active Plans

Add New 1
Click to see Form Type Descriptions

Plan Type	Form Type	Date Plan Established	Plan Name	Prior Year's Responsible Party	Prior Year's Actuary/3rd Party Admin	Responsible Party	Actuary/3rd Party Admin	Notification Status
Police	C	10/6/1958	Police - Defined Benefit			Actuary	Duda Actuarial Consulting, Inc.	Edit 3 Deactivate 2
Non-Uniform	C	10/1/1965	Non Uniform - Defined Benefit			Actuary	Mockenhaupt Benefits Group	Edit Deactivate
Non-Uniform	A	1/1/2017	CB plan			Municipality		Edit Deactivate

Update the plan name (if necessary), and select who is the responsible party for completing the Act 205 Actuarial Valuation Report for the pension plan. If someone from the municipality is responsible for completing the Act 205 Actuarial Valuation Report, select '**Municipality**.' If another party such as an **Actuary** or **3rd Party Administrator** completes the report on behalf of the municipality, select the appropriate party.

The screenshot shows the 'Edit Plan' form with the following fields:

- Plan Type *: Fire
- Form Type *: C
- Date Plan Established *: 05/20/1915
- Plan Name *: - Fire - Defined Benefit
- Responsible Party *: --Select-- (dropdown menu open)

The dropdown menu for 'Responsible Party' contains the following options: --Select-- (highlighted), Municipality, Actuary, and 3rd Party Administrator. A red arrow points to the 'Responsible Party' field.

If an Actuary or 3rd Party Administrator completes the Act 205 Actuarial Valuation Report for the municipality, you will be required to select the actuarial firm or administrator from the drop-down list. Click 'Update' once you are done.

The screenshot shows the 'Edit Plan' form with the following fields:

- Plan Type *: Fire
- Form Type *: C
- Date Plan Established *: 05/20/1915
- Plan Name *: - Fire - Defined Benefit
- Responsible Party *: Actuary
- Actuary/3rd Party Admin *: --Select-- (dropdown menu open)

The dropdown menu for 'Actuary/3rd Party Admin' contains the following options: --Select-- (highlighted), Aon Consulting, ARIS Retirement Services, Beyer-Barber Company, Boomershine Consulting Group, LLC, Carroll Consultants, LTD, and CBIZ Benefits & Insurance Services, Inc. A red arrow points to the dropdown menu.

After you have entered the Responsible Party for all pension plans, you will click 'Notify', which sends an e-mail to the responsible party to accept the assignment. You can log out at this point and wait until an e-mail is received confirming the actuary or third party has accepted the assignment.

Current Active Plans

Plan Type	Form Type	Date Plan Established	Plan Name	Prior Year's Responsible Party	Prior Year's Actuary/3rd Party Admin	Responsible Party	Actuary/3rd Party Admin	Notification Status
Fire	C	5/20/1915	Fire - Defined Benefit			Municipality		
Non-Uniform	C	5/20/1915	Non Uniform - Defined Benefit			Actuary	Conrad Siegel Actuaries	
Police	C	5/20/1915	Police - Defined Benefit			Actuary	Duda Actuarial Consulting, Inc.	

Notify Actuary/ 3rd Party Admin:

Notify



Once all the assignments have been accepted, you will receive an e-mail instructing you to log back in and Submit the page. Follow the instructions for logging in and click on **2. Plan Declaration** once again.

1) Check the box verifying the information is accurate, 2) include your digital signature and 3) click 'Submit.'

~IF YOU HAVE NO ACTIVE PLANS, YOU MAY SUBMIT THE PLAN DECLARATION AT THIS TIME. THIS FULFILLS YOUR REQUIREMENTS UNDER ACT 205.~

Current Inactive Plans

Plan Type	Form Type	Date Plan Established	Plan Name	Prior Year's Responsible Party	Prior Year's Actuary/3rd Party Admin	Responsible Party	Actuary/3
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1

By checking this box and typing my name in the below text box, I hereby certify that to the best of my knowledge the information provided is complete, true and accurate.

2

Signature of Chief Administrative Officer*

3

Submit



After Submitting the Plan Declaration, the status will be shown as Pending.

Status Details:

Your form has been submitted to Department of the Auditor General on 03/14/2019.
The status of your Plan Declaration is Pending.
Once Department of the Auditor General verifies the Plan Declaration, your Plan Declaration will be approved. The forms will not become available until Plan Declaration is approved by Admin (MPRP). This copy is for your records only. There is no need to send a hard copy.
If you have any questions, contact us at 1-800-882-5073 or via e-mail at Comptroller@PaAuditor.gov

The Municipal Pension Reporting Program (MPRP) will then review your plan declaration and either Approve or Send Back the page. You will receive an e-mail notice as to the status of the task. Once it is approved, the Declaration Page will be updated to reflect the approval.

Status Details:

Your form has been Approved by Department of the Auditor General on 01/11/2019.
If you have any questions, contact us at 1-800-882-5073 or via e-mail at Comptroller@PaAuditor.gov

Once the Plan Declaration has been submitted and approved by MPRP, you will receive an e-mail instructing you to log back in and go to the **Form Links** page to complete the Actuarial Valuation Report(s) if the responsible party selected for a plan is the Municipality. Otherwise, step 3 will be completed by the Actuary/3rd Party Administrator. If an Actuary/3rd Party Admin is responsible for completing the forms, you will receive an e-mail instructing you to log back in to review the forms once they have been submitted.

Direct all questions to the Municipal Pension Reporting Program at:

Phone: (717) 787-3637 or 833-852-4335
E-mail: MPRP@PAAuditor.gov
Mail: Department of the Auditor General
Municipal Pension Reporting Program
321 Finance Building
Harrisburg, PA 17120