

**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, 2023.

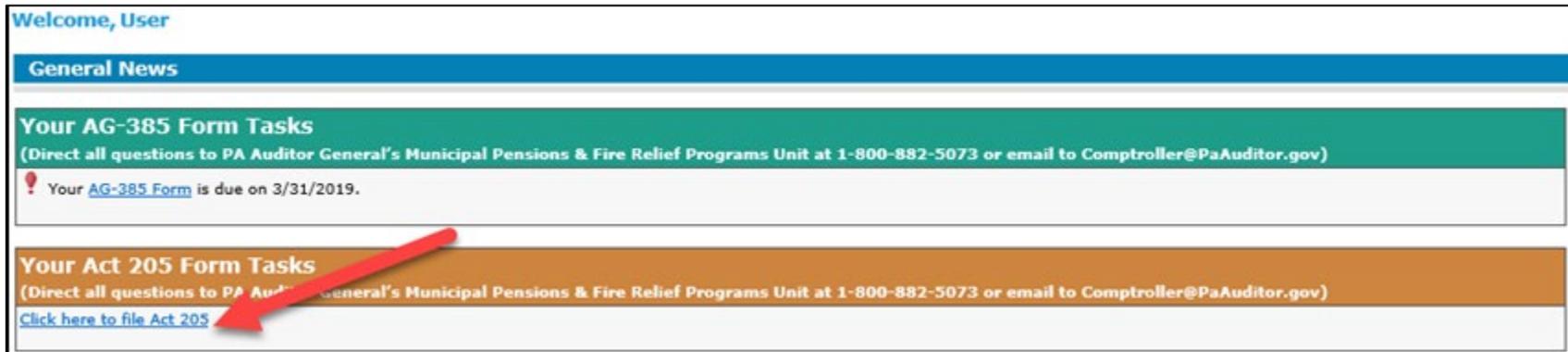
Logging In

Begin by logging in to DCED’s Municipal Statistics website at <https://munstats.pa.gov/forms/>. If you have not previously registered to file with Keystone Login for any of their various reporting forms, click the “New User Registration” button below the Log In box. If you cannot remember your password to log in, click the “Forgot Your Password” button to reset your password.

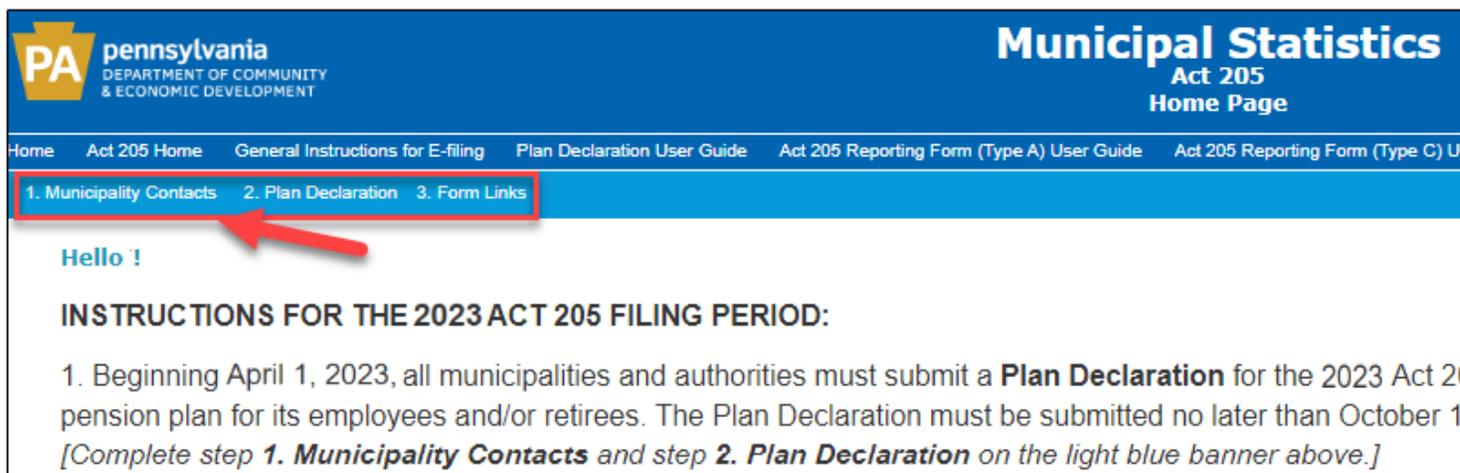
The screenshot shows a login interface with the following elements:

- Username input field
- Password input field
- Log In button (blue)
- Text: "Returning users: [Migrate your PA Login account to Keystone Login](#)"
- PA logo (dark blue shield with white 'PA')
- KEYSTONE LOGIN text (dark blue)
- New User Registration link (blue) with a red arrow pointing to it
- Forgot your password? link (yellow background)

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.



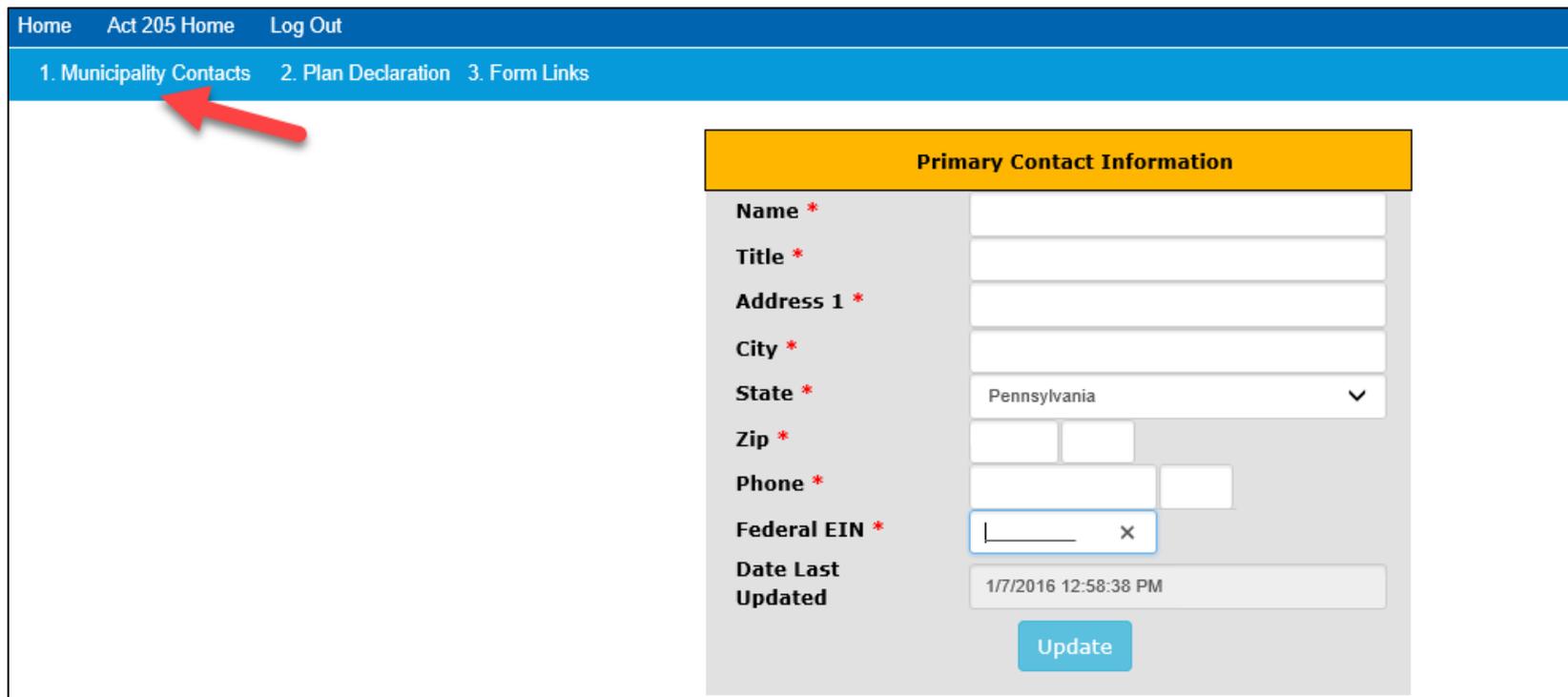
Once on the Act 205 Home Page you will see a light blue banner near the top with the choices: **1. Municipality Contacts**, **2. Plan Declaration** and **3. Form Links**. These are the three steps you will need to complete in order to satisfy the Act 205 filing requirements. (If your municipality does not have a pension plan, you do not need to complete step 3. Form Links.)



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. You must click 'Update' at the bottom of the Primary Contact Information box in order to proceed to step 2. Plan Declaration.

NOTE: If the "Title" field is blank, you will not be able to proceed to steps 2 and 3 until the title is entered and updated.



The screenshot displays the Act 205 Home Page interface. At the top, there is a navigation bar with links for 'Home', 'Act 205 Home', and 'Log Out'. Below this, a secondary navigation bar contains three main sections: '1. Municipality Contacts', '2. Plan Declaration', and '3. Form Links'. A red arrow points to the '1. Municipality Contacts' link. The main content area features a 'Primary Contact Information' form with the following fields:

Primary Contact Information	
Name *	<input type="text"/>
Title *	<input type="text"/>
Address 1 *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="Pennsylvania"/>
Zip *	<input type="text"/>
Phone *	<input type="text"/>
Federal EIN *	<input type="text"/>
Date Last Updated	1/7/2016 12:58:38 PM

An 'Update' button is located at the bottom of the form.

2. Plan Declaration

After reviewing the Contact Information, click on **Step 2. Plan Declaration** to confirm your municipality's pension plan(s), if any. The Plan Declaration can be accessed by clicking on the link under "Your Available Tasks."

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Municipal Statistics

Act 205 Plan Declaration

[General Instructions for E-filing](#) [Plan Declaration User Guide](#) [Act 205 Reporting Form \(Type A\) User Guide](#)

[2. Plan Declaration](#) [3. Form Links](#)

Your Pending Tasks

You have no pending tasks.

Your Available Tasks

Your 2021 Plan Declaration is due on 10/15/2021

Your Sent Back Tasks

You have no sent back tasks.

History

Reports of Act 205
[2019 Plan Declaration](#)

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." (These instructions begin on page 6 of this user guide.)
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 Prior Year's plan information is still the same, you can 'Submit' the Declaration without making any changes.

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

Review the **Prior Year's Responsible Party** and **Prior Year's Actuary 3rd/Party Admin** of each plan for your municipality. This information is based on the previous 2021 Act 205 filing for your municipality.

Current Active Plans

[Add New](#) [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	1/4/1932	Lebanon - Police - Defined Benefit	Actuary	Conrad Siegel Actuaries	Actuary	Conrad Siegel Actuaries	Accepted	Edit	Deactivate
Fire	C	1/23/1961	Lebanon - Fire - Defined Benefit	Actuary	Beyer-Barber Company	Actuary	Beyer-Barber Company	Accepted	Edit	Deactivate
Non-Uniform	C	2/1/1964	Lebanon - Non Uniform - Defined Benefit	3rd Party Administrator	PMRS	3rd Party Administrator	PMRS	Accepted	Edit	Deactivate

Note: A red box highlights the 'Prior Year's Responsible Party' and 'Prior Year's Actuary/3rd Party Admin' columns, with a red arrow pointing to the 'Responsible Party' column labeled 'New for 2021'.

NOTE: If the Responsible Party information for the plans has not changed, you can submit the Plan Declaration directly to MPRP and bypass the assignment approval step.

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.

Signature of Chief Administrative Officer*

3 [Submit](#)

The Plan Declaration will be automatically approved.

Status Details:

Your form has been **Approved** by Department of the Auditor General on 03/11/2021.
If you have any questions, contact us at 1-833-852-4335 or via e-mail at MPRP@PaAuditor.gov

IF YOU NEED TO MAKE CHANGES TO THE PLAN INFORMATION, select 'Edit' to make the necessary changes.

Select the responsible party that completes 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 (for Form Type A only), select '**Municipality**.'

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), and Responsible Party. The Responsible Party dropdown menu is open, showing options: --Select--, Municipality, Actuary, and 3rd Party Administrator. A red arrow points to the 'Municipality' option. The 'Cancel' and 'Update' buttons are visible at the bottom.

If an Actuary or 3rd Party Administrator completes the Act 205 Actuarial Valuation Report for the municipality (required for Form Type C), you will need to select the appropriate firm from the drop-down list provided. 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), and Actuary/3rd Party Admin. The Actuary/3rd Party Admin dropdown menu is open, showing options: --Select--, 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 'Carroll Consultants, LTD' option. The 'Cancel' button is visible at the bottom.

After you have updated 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.'

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.

Signature of Chief Administrative Officer*

2

[Submit](#) **3**

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 review your plan declaration and either Approve or Send Back the declaration. 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 assigned 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 1-833-852-4335
E-mail: MPRP@PAAuditor.gov
Mail: Department of the Auditor General
Municipal Pension Reporting Program
321 Finance Building
Harrisburg, PA 17120