



**Retirement and Insurance Service
Payroll Office Letter**

Number: P-00-33

Date : November 16, 2000

SUBJECT: HB-PC - ANNUAL REPORTING REQUIREMENT

The Internal Revenue Code requires that cafeteria plans must file an annual information return on the Form 5500 – Annual Return/Report of Employee Benefit Plan – with an attached Schedule F – Fringe Benefit Plan Annual Information Return. To fulfill our Form 5500 reporting responsibilities as the administrator of Health Benefits Premium Conversion (HB-PC), we will need input from all agencies of the *Executive Branch* of the Federal government, that have participating employees.

Our Form 5500 submission for tax year 2000 will be based on the information that Executive Branch agencies provide to us on the attached *Input for Form 5500*. As our Form 5500 for tax year 2000 must be submitted by July 31, 2001, we will need you to complete the Input for Form 5500 and fax it back to us no later than *June 1, 2001*. Our fax number is 202-606-7944.

If you perform payroll cross-servicing functions, you must include on the Input for Form 5500 the required information for your own agency as well as for all of your client *Executive Branch* agencies. Likewise, if your payroll functions are cross-serviced, you will *not* submit an Input for Form 5500.

The requirement to submit an Input for Form 5500 does *not* apply to agencies outside of the Executive Branch. If your agency has adopted HB-PC for the benefit of its employees, but is not part of the Executive Branch, it must file its own, separate Form 5500.

If you have any questions about the matters discussed in this letter, email them to us at finance@opm.gov, or you may call us on (202) 606-0606.

A handwritten signature in black ink, appearing to read 'Robert A. Yuran'.

Robert A. Yuran, Chief
Financial Policy Staff
Retirement and Insurance Service

Attachment