

## **INSTRUCTIONS FOR ELECTROIC FILING Delinquent Filer Voluntary Compliance Program (DFVCP)**

To ensure that you file under the DFVC Program correctly, please follow these instructions.

### **Key Points Regarding the DFVC Program Electronic Filing:**

- ✎ Submit the top hat exemption statement at: <https://www.askebsa.dol.gov/efile/Home/tophat>
- ✎ Submit the DFVCP filing electronically at: <https://www.askebsa.dol.gov/dfvcepay/calculator>
  - Click “yes” in response to the question: Are you a Top Hat and/or Apprenticeship Training Program? Click “no” on the remaining questions.
  - Plan number is 888
  - Skip the reporting year section
  - Click “Enter/Calculate”
  - Click Continue
- ✎ Complete the plan and sponsor information. All delinquent plans for a sponsor can be added in a single filing. Primary sponsor generally may file on behalf of affiliates. See Adv. Op. 2008-08A
- ✎ Type of filing: Top Hat
- ✎ Continue to payment section. The fee is \$750 per filing (covers all plans submitted).