



Pension Plan Tracing Intake Questionnaire

PBGC Form ADV-001
Approval OMB XXXXXX
Expires DD/MM/YYYY

For assistance, contact the Office of the Advocate at advocate@pbgc.gov or 202-229-4448. If you are deaf or hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

Participant information (required)

Participant name (including any former names)

Email address

Phone number

Inquirer's name (if inquirer is not the participant)

Inquirer's relationship to the participant

Employer information (required)

Employer name

Employer location (city, state)

Pension plan information

Information for this section can often be found on the Notice of Potential Private Retirement Benefit (Form SSA-L99-C1) from the Social Security Administration. Visit [Important documents](#) on www.pbgc.gov for more information on the Form SSA-L99-C1, including how to acquire it.

Pension plan name

Employer identification number (EIN)

Pension plan number (PN)

Employment information

Year that participant started working for employer

Year that participant stopped working for employer

Participant employment classification (check all that apply):

Salaried

Hourly

Part-time

Other information

Provide any additional information in the field below about the employer or pension plan that would aid in plan tracing, including listing any documents you may have related to the pension plan. Examples may include a deferred vested letter from the pension plan, the summary plan description for the pension plan, the Notice of Potential Private Retirement Benefits from the Social Security Administration, and/or any information you may know about the employer's history. Please do not include any additional personally identifiable information (PII), such as Social Security Number or date of birth.

PRIVACY ACT NOTICE

The Privacy Act of 1974, as amended, 5 U.S.C. § 552a requires PBGC to give you this notice when collecting information from you. PBGC uses the information we collect on this form to assist you with certain searches for historical information about a lost defined benefit pension plan using the Office of the Participant and Plan Sponsor Advocate's pension plan tracing service. The information collected here, including your name, email address, phone number, and employment information, is used by PBGC to research whether the pension plan in question has been terminated or if the pension plan is still ongoing, and to respond to lawful requests for information about you from other individuals and entities. Your response is voluntary. However, failure to provide information to PBGC, including your name, contact information, and employment information, may delay or prevent PBGC from researching the status of your pension plan.

PBGC may release information about you to other individuals and entities when necessary and appropriate under 5 U.S.C. § 552a(b) of the Privacy Act, including: to obtain information about your plan from a company that was responsible for your plan or to entities related to that company; to obtain information about your plan from a labor organization that represents you; to comply with Federal laws requiring disclosure of the information contained in our records; and to facilitate statistical research, audit or investigative matters.

PBGC may also release information about you to appropriate federal, state, local or tribal law enforcement agencies when PBGC becomes aware of a possible violation of civil or criminal law. If PBGC, an employee of PBGC, the United States, or another agency of the United States, is involved in litigation, PBGC may provide relevant information about you to a court or other adjudicative body or to the Department of Justice when it represents PBGC. PBGC may also provide information about you to the Office of Management and Budget in connection with review of private relief legislation or to a Congressional office in response to an inquiry that office makes about you at your request. This information may also be disclosed for any of the PBGC general routine uses as published in the Federal Register.

PBGC publishes notices in the Federal Register that describe in more detail when information about you may be made available to others. A copy of the most recent Federal Register notice may be obtained online at <https://www.pbgc.gov/about/policies/pg/privacy-at-pbgc/system-of-records-notices> (PBGC-6) or by calling PBGC's Customer Contact Center, 1-800-400-7242. If you are deaf or hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. PBGC's authority to collect information from you is derived from 29 U.S.C. §§ 1055, 1056(d)(3), 1302, 1321, 1322, 1322a, 1341 and 1350.

PAPERWORK REDUCTION ACT NOTICE

The Paperwork Reduction Act of 1995, 44 U.S.C. § 3501, et seq., requires PBGC to give you this notice when collecting information from you. PBGC uses the information we collect, including name, contact information, employer information, and pension plan information, to allow the Office of the PBGC Participant and Plan Sponsor Advocate to conduct its pension plan tracing service. Your response is voluntary. However, failure to provide information to PBGC, including your name, contact information, employer information, and pension plan information, may delay or prevent PBGC from performing its pension plan tracing service. Certain information provided to PBGC may be disclosable under the Freedom of Information Act, as amended, 5 U.S.C. § 552, and the Privacy Act of 1974, as amended, 5 U.S.C. § 552a.

PBGC estimates that the average burden of complying with the information collection request is 30 minutes and an average cost of \$0. These are estimates; the actual time and cost will vary depending on the circumstances. If you have any comments concerning the accuracy of this estimate or suggestions for improving this information collection, please send your comments to Pension Benefit Guaranty Corporation, Office of the General Counsel, Regulatory Affairs Division, 445 12th Street, SW Washington, DC 20024-2101. This collection of information has been approved by the Office of Management and Budget (OMB) under control number 1212-XXXX (expires XX/XX/2027). Under the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.