



## Annual Rate & Census Reconciliation Frequently Asked Questions

1. What is the Annual Rate and Census Reconciliation (ARC) form?  
The Annual Rate and Census Reconciliation (ARC) form collects data that Consoliplex, the plan manager, uses to satisfy underwriting requirements and IRS documentation.
2. Why does the ARC form have to be completed?  
ARC data ensures that the employer still qualifies under the SOCA Benefit Plan underwriting requirements. Additionally, the information captured on the ARC form is used by the plan administrator to complete the IRS Form 5500 for the SOCA Benefit Plan.
3. How will the ARC data be collected?  
Mewa.io, a digital MEWA management platform, will collect and store ARC data for the SOCA Benefit Plan. Once a year, the program will email employers and ask them to fill and verify the ARC data. Some fields will be prefilled based on Anthem reporting data, and the employer will simply need to verify the data, make changes, and submit.
4. Why is the ARC form sent to employers and not brokers?  
The ARC data is dependent on the employer's Wage and Tax statement. In most cases, the employer has the most recent records and access to the most accurate data. As plan sponsor, it is the employer's responsibility to ensure ARC data is entered correctly.
5. Can brokers assist their employer groups with completing the ARC form?  
Yes. There will be a button saying "request broker assistance" within the ARC form. Employers may click on the button, enter their broker email, and an email will be sent to their broker requesting help. All information that the employer has already filled will be saved, so the broker can continue from where the employer left off.
6. What is the timeframe to complete the ARC form?  
Employers have 30 days to complete the ARC form.
7. Why are employers required to load proof of chamber membership?  
Chamber membership is required for participation in the Chamber's health benefit plan.



8. What are the acceptable forms of proof of chamber membership?
  - A letter from the Chamber of Commerce stating the employer is a member in good standing. The letter must be on letterhead specific to the employers' declared chamber of commerce.
  - An email from the employer's declared Chamber of Commerce stating the employer is a member in good standing. The email must specify the sender's name and title, and must show the senders' email address, date, and timestamp.
  - A copy of a cancelled check or credit card receipt that indicates payment of membership dues in the employer's declared chamber of commerce.
  
9. Are employers required to include a Wage and Tax statement with the ARC data?

A Wage and Tax Statement is not required. Employers may be required to provide a Wage and Tax Statement later if the group is selected by the plan auditors for additional testing. If they do provide a copy of the Wage and Tax Statement with the Annual Rate and Census Confirmation, the document will be saved in the plan's files and they will not be required to provide the document again if the group is selected for audit testing.
  
10. If the number of employees falls below or over the required threshold, will the group be terminated from the plan?

Yes, but not until renewal.
  
11. What if employers do not reply?

Employers will receive one email reminder during the ARC data collection window. If they do not reply, the prefilled data (as taken from Anthem reporting data) will be used. However, inaccurate data might result in inaccuracies in the 5500 filing.
  
12. Do sole proprietors need to do the ARC form?

Sole proprietors do not need to complete the entire ARC form. However, they will still be sent a link to mewa.io where they will validate that they are sole proprietors. Once they click to validate, they will be done with the form.
  
13. Can I re-open or make changes to the ARC form once it is sent?

If it is within the 30-day ARC collection window, you may re-open and edit an ARC form. If the deadline has passed, the ARC form will be available for the employer's viewing in the mewa.io document library.
  
14. Who can I contact if I have questions about the ARC form?

Contact the Consoliplex Service Team at [service@consoliplex.com](mailto:service@consoliplex.com) with questions.