

ARC Report Emails

Annual ARC Form Broker Notification

Hi [Broker contact],

In order to complete [MEWA]'s form 5500 for the current plan year, [MEWA]'s plan administrator must collect some information from each employer that is a part of the MEWA. This information is collected as part of the Annual Rate and Census Reconciliation (ARC) Reporting process and includes things like the legal employer name, total number of full and part-time employees as well as premium and contribution rates.

As the broker or other team member assigned to this employer, you are welcome to complete this information on the employer's behalf. The employer will be notified that you have completed the information and will only need to review and submit the completed form. Otherwise, the employer will simply be prompted to complete the form in its entirety. They will still have the option of requesting assistance from you if required.

[Complete ARC Forms]

You have until **[deadline]** to complete these forms, after which the employers will be asked to complete or confirm the information.

Here is a list of affected employers:

- Employer list

If you have any questions about this process, please contact service@consoliplex.com

Regards,
[MEWA Admin]
Plan Administrator for [MEWA]

Annual ARC Form Employer Notification

Hi [Employer contact],

As part of [MEWA], the plan administrator must collect some information from you, including things like your legal employer name, total number of full and part-time employees as well as premium and contribution rates. This is called the Annual Rate and Census Reconciliation (ARC) Reporting process and assists the [MEWA] in fulfilling its legal requirements, such as completing an annual Form 5500.

{If broker completed}

To save you time, your broker or representative, [broker name], has already completed some or all of this information for you. Please review the information entered and submit the form using the link below:

[[View and Submit ARC Form](#)]

{/if broker completed}

{if broker did not complete}

Wherever possible this information is pre-filled for you. Should you require assistance, you will also have an option to request help from your broker or representative.

Please use the following link to complete this request:

[[Complete ARC Form](#)]

{/if broker did not complete}

Please note you have until **[deadline]** to submit this form.

If you have any questions about this process, please contact service@consoliplex.com

Regards,

[MEWA Admin]

Plan Administrator for [MEWA]

ARC Form Broker Assist Notification

Hi [Broker contact],

One of your employers, [employer contact] at [employer name] has asked for assistance in completing their Annual Rate and Census Reconciliation (ARC) form.

The ARC Form assists the plan administrator for [MEWA] in completing [MEWA]'s form 5500 by collecting information like legal employer name, number of full and part-time employers and premium and contribution rates.

[[Complete ARC Form](#)]

[Employer name] has until **[deadline]** to submit this form.

If you have any questions about this process, please contact service@consoliplex.com

Regards,
[MEWA Admin]
Plan Administrator for [MEWA]

Broker Completed ARC Form Notification

Hi [Employer contact],

Your broker or representative, [broker contact] has completed your ARC Form. Please review the information entered and submit the form using the link below:

[[View and Submit ARC Form](#)]

Please note you have until **[deadline]** to submit this form.

If you have any questions about this process, please contact service@consoliplex.com

Regards,
[MEWA Admin]
Plan Administrator for [MEWA]