Submitting the ARC Form at the end of the plan year

Participating employers will be given about 30 days, from mid-February to mid-March, to complete the ARC form. This is to ensure 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.

Mid-February, employers will be emailed a link to their personalized portal in mewa.io, the digital MEWA management platform which collects and stores SOCA Benefit Plan ARC data. Some information will be prefilled into the ARC form. Employers will review the form for accuracy, make any necessary changes or updates, and click submit. If employers have a question or need assistance completing the form, mewa.io will provide a link to request broker assistance. The collection period will end mid-March. Mewa.io will then submit completed forms to the plan manager.

Employers are also required to upload proof of chamber membership. Participating employers in the SOCA Benefit Plan are required to be an active member of an included chamber of commerce for eligibility in the plan. Failure to produce proof of chamber membership may result in plan termination. As part of the ARC process, employers will be prompted to upload documentation to mewa.io. The list of acceptable documentation is below.

- 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.

A Wage and Tax Statement is not required. You may be required to provide a Wage and Tax Statement later if your group is selected by the plan auditors for additional testing. If you do provide a copy of your Wage and Tax Statement with the Annual Rate and Census Confirmation, the document will be saved in the plan's files and you will not be required to provide the document again if your group is selected for audit testing. Contact the Consoliplex Service Team at service@consoliplex.com with questions.