

Retrieving Continuant Detail from the ARRA Financial Page ARRA Tax Credits and Form 941 Supporting Documentation

This document will guide you through retrieving continuant financial detail for ARRA Tax Credits and Form 941 completion. It also provides information on how to read the report generated by using this tool. If you have any questions regarding this information, please contact your ADP Client Service Team for assistance.

NOTE: The returned data contains sensitive information such as SSN and home address. As a result, only client web users who have a “Master” security setting will have the ability to download this information. If you need to change your security setting, please have your employer’s primary contact send written authorization to the ADP Client Service Team to update your user setting.

Generating your ARRA financial detail report:

1. Login to the ADP COBRA website at www.benedirect.adp.com
2. Select the “ARRA” link in the top, gray menu bar
3. Select the link for “ARRA Financial Summary”

The screenshot displays the ADP COBRA Services web interface. At the top, there is a navigation bar with links for Home, My Profile, Reference, Help, and Logout. Below this is a secondary menu with tabs for Participant Services, Company Information, Reports, and ARRA. The ARRA tab is selected, and a sub-menu on the left lists ARRA Eligibility Notification and ARRA Financial Summary. The main content area is titled 'ARRA' and contains a section 'This section contains:' with two links: 'ARRA Eligibility Notification' and 'ARRA Financial Summary'. The 'ARRA Financial Summary' link is highlighted with a red box. Below the link, there is a description of the page's purpose and a bulleted list of actions: Review key ARRA financial data, Enter user-defined date range, Review data in summary, and Download detail in excel format. A final paragraph notes that ADP does not collect and distribute ARRA subsidy amounts.

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4. Enter the desired date range (1)
5. Select the Export Detail option (2)*
6. Click on the Excel icon to download your results (3)*

**If you do not have the appropriate security setting, these options will not be available to you. You will need to contact your ADP Service Team as described above.*

ARRA Financial Summary for Sample Client

1 Start Date: April 2009 End Date: June 2009 View: Rollup Get Summary

Export Summary Export Detail 2

AEI = Assistance Eligible Individual

Name	Premiums				Fees		Continuant Count		Total ARRA Subsidy
	Participant Premium	Non-ARRA Subsidy	ARRA Subsidy	Total	ARRA	Non-ARRA	AEI	Non-AEI	
Sample Client	65834.44	0.00	44102.50	109936.94	882.22	0.00	106	100	44984.72

Reading your ARRA financial detail report:

Column Descriptions:

1. Premiums
 - a. Participant Premium – this represents the amounts collected from your COBRA continuants during the date range that you have selected
 - b. Non-ARRA Subsidy – this represents any pre-ARRA or other existing subsidy amounts that you may provide to your COBRA continuants
 - c. ARRA Subsidy – this represents ADP’s calculation of the ARRA subsidy (65% in most cases) that has been applied once the participant premium has been collected from your Assistance Eligible Individuals (AEI)
 - d. Total – the sum of collected and calculated premiums (the first 3 columns) received during the date range selected
2. Fees
 - a. ARRA – The ARRA subsidy is applied to the 102% COBRA Rate (continuant rate plus the 2% Administrative Fee). The subsidized portion of this fee, which is paid by the client, is eligible for a tax credit. This subsidized amount is displayed here.
 - b. Non-ARRA – the remaining COBRA Administrative Fees which are not eligible for the ARRA Tax Credit

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3. Continuant Count
 - a. AEI - The total number of active Assistance Eligible Individuals found within the date range selected. If you are completing your Form 941, this amount corresponds to Box 12b on the form. Per IRS guidance, only primary records are counted. Dependant records are not part of this count.
 - b. Non AEI – The total number of active non-Assistance Eligible Individuals found within the date range selected.
4. Total ARRA Subsidy – The sum of the calculated ARRA Subsidy and the ARRA Fees found within the date range selected. If you are completing your Form 941, this amount corresponds to Box 12a on the form.