



## MANDATORY NOTICE TO ALL ARH EMPLOYEES

**IRS 1094C REPORTING INFORMATION:** Per the IRS reporting guidelines, all employment records and benefit enrollment records must be listed under the employee's legal name (as name appears in the U.S. Social Security Administration Data Base, as listed on Social Security card). It is each employee's responsibility to ensure their employment and benefit enrollment records are accurately listed – Employees must immediately contact their local HR personnel to ensure their name is corrected on their employment record if their paycheck does not list their name as it appears on their Social Security Card. Also, per the IRS reporting guidelines, any eligible dependent enrolled in an employee's benefits must be listed under their legal name (as their name appears in the U.S. Social Security Administration Data Base, as listed on their Social Security card). It is each employee's responsibility to ensure their dependents are accurately listed on their benefit records under the dependent's legal name.

**BENEFIT ENROLLMENT INFORMATION:** Upon benefit enrollment, all employees will be required to provide a valid contact phone number and a valid email address before being allowed to enroll in benefits. The benefit enrollment system will **NOT** allow any employee to move forward with making their benefit enrollment elections without providing their valid phone number and valid email address information.

All benefited employees who do not wish to enroll in benefits or who wish to drop any of their current benefits during this year's Open Enrollment **MUST** log onto the enrollment system and "decline" the benefits they do not wish to keep and/or do not wish to enroll in for 2019. The timeline for this year's Open Enrollment will be provided as soon as it is determined, along with other pertinent benefit enrollment information.