Annual Compensation Reporting of Participating Workers

Frequently Asked Questions

Why do I need to report the annual compensation of workers participating in the Plans?

Each year Concordia Plan Services requests employers review, update and report the annual compensation effective Jan. 1 for all workers eligible to participate in the plans. This annual request allows salary changes that are not reportable midyear to be applied to your workers' disability, death and retirement benefits for the next calendar year.

During the calendar year, if a worker's salary changes due to a change in hours or duties, you should report a midyear change to the salary. Concordia Plan Services will adjust the worker's benefits.

Please either complete and return the ACR form that was mailed to your ministry or use ACR Online to submit your ACR digitally prior to Jan. 31, 2027. If you would like access to ACR Online, please contact us at 888-927-7526 or **Info@ConcordiaPlans.org**.

Visit our **ACR resource page** for instructions, a recorded webinar and more.

What if my new budget will not be adopted before Jan. 31, 2027, or if I am unable to report compensation by this deadline?

Regardless of when your budget may be adopted, you still need to complete and submit an ACR to report compensation that will be in effect on Jan. 1, 2027. This allows Concordia Plan Services to adjust any applicable worker benefits for the upcoming year.

If after your budget is adopted you need to make salary adjustments retroactive to Jan. 1, 2027, you can still submit your 2027 report. When the adjustment is reported, benefits will be updated and invoices will be adjusted. Late reporting may result in your organization being charged Lost Income Adjustment Fees. Salary adjustments made throughout 2027 should be reported on the Jan. 1, 2028 Annual Compensation Report.

What do I include as reportable compensation?

DO report:

- Amounts withheld through salary reduction for the Concordia Retirement Savings Plan 403(b), or other tax-sheltered annuity or 403(b) savings plans
- Amounts withheld through salary reduction for a Cafeteria Plan or Section 125 plan
- Cash housing or utility allowance

DO NOT report:

- Amounts paid for a Housing Equity Program
- Car or travel allowances
- Cell phone allowance
- SECA taxes or SECA allowances/reimbursements/offsets (for Ministers of Religion)
- Social Security or FICA taxes or allowances/offsets (for non-minister employees)
- Salary adjustments that may be effective after Jan. 1
- Any amounts paid to a Minister of Religion for the difference between the Concordia Retirement Plan pension Regular and Full basis
- Any premiums paid by the employer for Concordia Plan Services

CONCORDIA PLAN SERVICES

How do I report incorrect salary updates from prior years?

If you have questions about correcting salaries reported in prior years, contact Concordia Plan Services at 888-927-7526.

How do I report compensation if our fiscal year is not based on a calendar year?

Fiscal year changes in your workers' compensation that take effect after Jan. 1 of the current year should be reported on the subsequent year's ACR to take effect next Jan. 1. For example, fiscal year 2027 changes are reported and take effect on Jan. 1, 2028.

During the calendar year, if a worker's salary changes due to a change in hours or duties, report a mid-year change to the salary and Concordia Plan Services will adjust the worker's applicable benefits. Mid-year changes can be completed by contacting CPS or submitting the **Request for Membership Change form**.

What do I do if I need a reprint of my ACR paper form?

Please contact Concordia Plan Services to request an ACR paper form.

Do I report compensation changes for a worker on an approved disability?

If you have a worker approved for disability benefits prior to Jan. 1, 2027, you will update their compensation but it will not become effective until the later of Jan. 2, 2027, or the first of the month following the date your worker physically returns to active, full-time employment.

How do I handle a worker on Concordia Disability and Survivor Plan waiver of premium trust?

A worker who is on disability waiver (where premiums are being paid for by the Concordia Disability Plan Trust), will not appear on the ACR Online for your ministry. When they return to work, please report any salary changes at that time and indicate that the update reflects their post-waiver compensation.

What if I do not have compensation changes to report for 2027?

Because a worker's benefits are based on compensation, it is your obligation to report compensation in effect on Jan. 1, 2027, regardless of changes. The ACR paper form includes a box to check to indicate "no change." Simply check the applicable boxes and submit the form to Concordia Plan Services. ACR Online has an option to "Use 2026 Values for all Workers."

What do I do if an individual has left (or will leave) my employ before Jan. 1, 2027?

Please indicate on the ACR form which worker has left and include their last day worked. Concordia Plan Services staff will validate and process the termination. Changes must be reported within 30 days of the worker's termination date to ensure benefits are stopped in a timely basis.

What do I do if an individual will leave my employ after Jan. 1, 2027?

Because your worker's disability, death and retirement benefits are based on their compensation reported as of Jan. 1 of each year, it's your obligation to update your worker's compensation for the time they're still employed in 2027.

Please report terminations within 30 days of the worker's termination date by contacting Concordia Plan Services or by submitting a **Worker Change Report – Ineligible for Benefits** available at **ConcordiaPlans.org/EmployerForms**. You can also log in to the Employer Portal, click Help Center in the bottom-right corner and select Terminate a Worker to be guided through the process.

What if a worker that is eligible for benefits is not listed on the ACR report?

If an eligible worker is not listed on your report, it means he or she is not yet enrolled in your Concordia Plan Services benefits. Log in to the Employer Portal, click Help Center in the bottom-right corner and select Enroll a New Worker for step-by-step guidance, or submit an **Enrollment Form** for your eligible worker.

Note: Workers are eligible for benefits if they work more than 20 hours a week for more than five consecutive months. Reporting and enrolling all eligible workers in the Concordia Plans is a requirement for a participating employer.

How do I report a worker's compensation for a church that is part of a Dual/Multiple Parish Arrangement?

Only the Contact Congregation is required to report compensation for the worker that is part of a Dual/Multiple Parish Arrangement. Visit **ConcordiaPlans.org/ACR** to find an example of how to handle this special reporting or call Concordia Plan Services at 888-927-7526.

How do I report a worker's compensation if they work for more than one church that is NOT part of a Dual/Multiple Parish Arrangement?

A worker can only be employed by one employer. The Contact Congregation accepts the responsibility of gathering the salary compensation amounts from the other congregation and reporting the total.

We're a school and our staff works only 9 months out of the year. How do I properly report Base Salary?

You should report the base salary they earn. For example:

Hourly rate x weekly hours x number of weeks working during the school year*
$15 per hour x 35 hours per week x 24 weeks in the school year = $21,000

Of course, if the school employee works for the entire 12 months, you should calculate the annualized salary across all 12 months.

**Do not exclude holidays or vacations.*

If you have questions, please call 888-927-7526 from 7 a.m. to 6 p.m. CT, Monday through Friday, and we'll be happy to assist you.