

Affidavit of Member Category Breakdown Instructions

Every Member Group must submit this affidavit annually. The form must be completed, notarized and submitted to ACA's office by March 3rd.

Use only "Paper Print" data for this affidavit. Do not include "Electronic" data.

How to complete this form.

First Line: Insert the name of the person completed the affidavit.

1. The title of the person completing the affidavit goes on the first line of #1 and the name of the Member Group goes on the second line.

3. The name of your organization goes on the first line of #3, the date your organization's fiscal year begins on the second line and the date your organization's fiscal year ends on the third line.

4. Name of your organization.

5. The name of your organization goes on the first line of #5, the number of your published members goes on the second line and the end date of your fiscal year on the third line.

6. A. If you use the exact number method, you will insert only the exact numbers per your supportable registration data or survey responses. Exact number responses are reported inside the parens.

6. B. If you use the statistical method, you will insert the exact numbers according to your survey responses inside the parens and the extrapolated claim number on the line to the left of the parens.

To complete paragraph B, insert the number of survey responses received on the first line, the percentage of published members represented by the survey responders on the second line and the resultant factor number on the third line.

PM = published members
NM = number of members responding to the survey
RR = response rate
F = factor
AN = actual number
EC = extrapolated claim

To determine your percentage, factor and extrapolated claim:

$$NM \div PM = RR$$

$$1 \div RR = F$$

$$F \times AN = EC$$

NOTE: If the survey response percentage is less than 60%, the factor is capped at 1.66.

If your organization's response percentage falls below the 60% threshold and you are using the statistical method, complete paragraph C.

Send the completed and notarized affidavit by March 3rd.

