

ACA REPORTING HAVE YOU WALKING THE TIGHTROPE?

EMPLOYER REPORTING REACHES NEW HEIGHTS WITH FORM 1095-C, THE YEAR-END FORM NEEDED FOR AFFORDABLE CARE ACT COMPLIANCE:

- It goes beyond quarterly or yearly summaries of payroll data.
- It requires a year's worth of **payroll and benefits data** – all broken down **MONTHLY**.

If you are an employer with 50 or more full-time employees (equivalents included), you have to comply with the Affordable Care Act.

DOES THIS LAW APPLY TO ME?

Or risk serious penalties.

WHAT PENALTIES?

TO AVOID MISSTEPS USE THESE HANDY CHECKLISTS

CONTINUOUS TO-DOS

- Keep records of every employee's **hours of service** (hours that an employee is available to the employer in addition to paid hours on the job).

HOURS OF SERVICE INCLUDE:

- Jury duty
- Military deployment
- FMLA absence
- Leave of absence
- Vacation
- Holiday
- Illness
- Incapacity
- Layoff

THERE ARE 2 MEASUREMENT METHODS FOR EMPLOYEE ELIGIBILITY:
1. MONTHLY
2. LOOK-BACK

MONTHLY TO-DOS

- Identify which employees are ACA-defined as "**full-time**" and thus eligible for health insurance.

HOW DO I DO THIS?

- Review the list of newly **eligible** employees to offer health insurance to, according to company policy.

WHAT IF I DON'T?

- Test that the health insurance offered meets ACA **affordability** standards by tracking each employee's self-only cost of coverage.

WHAT ARE THE SAFE HARBORS I NEED TO KNOW ABOUT?

- Keep records of **every calculation** and **each determination**.

YEAR-END TO-DOS

- Produce a **1095-C** tax form for every full-time employee (and everyone covered, if you are self-insured) that shows whether they were offered health insurance and, if so, at what cost and of what quality.

THIS IS A MUST-DO FOR EVERY ACA-AFFECTED EMPLOYER – EVEN THOSE THAT:

- PROVIDE GENEROUS COVERAGE TO ALL EMPLOYEES AT NO COST
- CHOOSE A "PAY" STRATEGY (I.E., ACCEPT THE PENALTY FOR NOT OFFERING HEALTH INSURANCE OR FOR OFFERING NONCOMPLIANT COVERAGE)

- File copies of the employee forms with the IRS (using a **1094-C** transmittal form).

PAY ATTENTION TO:

- The requirement for electronic filing when you have 250 or more **1095-C** submissions
- Filing rules for parent-subsidiary and brother-sister groups

HERE'S WHERE THAT MONTHLY TRACKING WILL BE VERY USEFUL, SINCE MONTHLY BREAKDOWNS ARE REQUIRED ON THE 1095-C.

INTEGRITY DATA HAS BEEN ON THE FRONT LINES OF ACA TRACKING SINCE 2012.

STAY ON TOP OF ACA REPORTING COMPLIANCE IN 2016 WITH THIS ROCK-SOLID GUIDANCE

Take a strategic approach with the **360°** tracking system that automates ACA reporting – internally and for the IRS – and gives you year-round business intelligence.



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