

# ACA Reporting Forms – Customer FAQs

## Q: What is ACA reporting?

**A:** In a nutshell ... certain U.S. businesses are now required to report employee health plan coverage information to the IRS.

Beginning January 2016, regulations under the Affordable Care Act (ACA) will require employers to file annual information returns with the IRS and deliver employee statements with health plan coverage information. This is in addition to Form W-2 reporting requirements.

## What are the Affordable Care Act (ACA) Forms?

Form	What's Reported?	Who Issues?	Submit to IRS?	Recipient Copies?
1095-B Health Coverage	Which months the insured and his or her family was covered under the plan	<b>Insurance carrier</b> , for employers with employer – sponsored group health plans	Insurance carrier submits: Feb. 29 paper; Mar. 31 electronic*	Yes, by Jan. 31* Insurance carrier sends to recipients
1095-B Health Coverage	Which months the insured and his or her family was covered under the plan	<b>Self-insured employers</b> , with fewer than 50 full-time employees, that provide health plans	Feb. 29 paper; Mar. 31 electronic*	Yes, by Jan. 31*
1094-B Transmittal of Health Coverage Information Returns	Summary transmittal record of 1095-Bs	Accompanies 1095-B forms when mailed to IRS	Feb. 29 paper; Mar. 31 electronic*	N/A
1095-C Employer-Provided Health Insurance Offer and Coverage	Whether or not the employer offered health coverage to employees	<b>Employers with 50 or more full-time employees</b> (Applicable Large Employers). Both insured and self-insured issue 1095-C	Feb. 29 paper; Mar. 31 electronic*	Yes, by Jan. 31*
1094-C Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns	Whether or not the employer offered health coverage to employees	Accompanies 1095-C forms when mailed to IRS	Feb. 29 paper; Mar. 31 electronic*	N/A

*\*If any date shown falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.*

Form 1095-B Health Coverage. This form is used to report health coverage for individuals. It includes sections for identifying the individual, reporting coverage for the year, and listing covered individuals with their respective coverage periods.

1095-B  
Health Coverage

Form 1095-C Employee-Provided Health Insurance Offer and Coverage. This form is used to report the offer and coverage of health insurance provided by an employer. It includes sections for identifying the employee, reporting the offer of coverage, and listing covered individuals with their respective coverage periods.

1095-C  
Employee-Provided Health Insurance Offer and Coverage

Form 1094-B Transmittal of Health Coverage Information Returns. This form is used to transmit multiple Form 1095-B forms to the IRS. It includes sections for identifying the filer, reporting the number of Form 1095-B forms, and providing a summary of the information.

1094-B  
Transmittal of Health Coverage Information Returns

Form 1094-C Transmittal of Employee-Provided Health Insurance Offer and Coverage Information Returns. This form is used to transmit multiple Form 1095-C forms to the IRS. It includes sections for identifying the filer, reporting the number of Form 1095-C forms, and providing a summary of the information.

1094-C  
Transmittal of Employee-Provided Health Insurance Offer and Coverage Information Returns

### Q: What is the purpose of the reporting?

**A:** Communicate details of employees' health insurance coverage, including verification that the minimal coverage requirement has been met.

### Q: Who must report and send copies to employees?

**A:** Health insurance companies. Employers with 50 or more employees, known as ALEs or Applicable Large Employers. And self-insured employers with fewer than 50 employees.

### Q: Can businesses outsource this function?

**A:** Yes. A third party, like a payroll company, may complete reporting requirements but liability remains with the employer.

### Q: What are the fines for failing to report?

**A:** If an employer fails to file and issue statements to covered individuals, they may face penalties of \$250 per filing up to \$3.0 million.

### Q: Are there electronic filing options available?

**A:** Yes, we have 2015 ACA Software available. This software provides all the tools you need to create and print your forms – and even electronically file with the IRS.

### Q: Why do your forms differ in appearance from the IRS forms?

**A:** Our forms are IRS approved and 100% compliant. Our forms differ in format slightly so that they are compatible with a standard double window envelope. We have a programming guide available for those interested.

### Q: How many copies of the 1095-B or 1095-C do I need?

**A:** As a general rule, employers who paper file will need three copies: One for the IRS, one for the employee and one for your records. Employers who electronically file will only need two copies since the IRS will receive an electronic copy.

### Q: What is the authoritative transmittal?

**A:** You can file multiple transmittal forms. But the authoritative transmittal is the final transmittal representing the total filings you're submitted for the season.

## ACA REPORTING

### WHAT IS ACA REPORTING?

Beginning January 2016, the Affordable Care Act's (ACA) Employer Shared Responsibility Rule will require employers to file annual information returns with the IRS and deliver employee statements with health plan coverage information. These new forms are 1094 and 1095.

### WHAT IS THE PURPOSE OF THE REPORTING?

To communicate details of employees health insurance coverage, including verification that the minimal essential coverage requirement has been met.

### WHO MUST REPORT & SEND COPIES TO EMPLOYEES?

- Health insurance companies
- Applicable large employers (ALEs) with 50 or more employees
- Small self-insured employers with fewer than 50 employees (*small percentage of businesses*)

Those companies with 250 or more Form 1095-C filings must file electronically. Electronic delivery is allowed to employees/recipients if they opt-in. A third party, like a payroll company, may complete reporting requirements but liability remains with the employer. If an employer fails to file and issue, they may face penalties of \$100 per filing up to \$1.5 million.

**Bottom Line: An estimated 300 million new forms will be required to be filed for the 2015-2016 filing season, but mostly by larger employers.**

