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| To: | Our Valued Clients |
| From: | Nicholas Bruno – Customer Service |
| Date: | September 20, 2016 |
| Re: | PREPARING TO FILE ACA FORMS 1094-C AND 1095-C |
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As a result of your expressed interest in using our MicroPay based ACA filing system, we would like to thank you for your continued support and take this opportunity to help you prepare for your ACA filing.

Because this is a Health Care Mandate, the filing will require information from your health care provider as to the coverage, when it was offered, and to whom. As your payroll provider, a benefit of our system is that having your employee payroll information, we are able to access that data and auto-populate any pertinent fields in the form production saving you many hours. This will leave only those items which require health plan and (or) coverage information for you to focus on. Upon completion of the form input in the tool your forms will be produced and electronically submitted on your behalf. Once on our system, as part of our ACA filing program, your ACA pertinent payroll data will be maintained throughout the year in preparation of the next annual filing. You will have the peace of mind knowing you are in good hands with us and we will help you stay on track to meet the tighter deadlines and avoid the heavy penalties that have been added with filing this year.

At this stage I would assume that you have determined that, according to the ACA formula, your organization(s), have 50 or more Full-Time equivalent (FTE) employees and are required to file for 2016. If you are close to that and unsure, contact our customer service department and we can run a look-back report to see where you fall.

To prepare for the specific healthcare oriented sections which will require your input in the filing system, below is a checklist of those information items you will need from your healthcare provider:

* Employee Coverage Information Month-by-Month, Including:
  + - * Coverage Offered (month-by-month)
      * Employee Share of Lowest Cost Monthly Premium (month-by-month)
      * Name of Covered Individual(s) – (only required if Self-Insured)
      * Covered Individual(s) SSN or DOB if SSN is not available – (only required if Self-Insured)

For those of you who are filing for the first time, I would strongly advise that the individual handling the input for your company familiarize themselves with the ACA forms/instructions and the questions requiring input of health care data. We will gladly be able to provide support for use, associated payroll information, and navigation of the tool. Our staff will be unable to provide guidance as how to answer any of the Health Care related questions. Your Health care provider, company plan administrator, or broker would provide the best guidance based upon your specific coverage. We urge you to be pro-active in your preparation and completion of the ACA filing as the deadlines have tightened along with very high penalties for failure to file and/or failure to complete correctly.

Below, I have included a copy of the 1094-C, 1095-C, and the IRS line by line guidance for your reference. Additional communication to include updated input instructions, new input features, and entry deadlines, will follow over the next couple of weeks.

Thank you for your continued support!

 