

ACA 2016 Reporting Checklist



Use this checklist to know if your organization is ready for Affordable Care Act (ACA) reporting in 2016. **Employee statement forms 1095-C or 1094-C must be provided to employees by 2/1/16. IRS returns must be filed by 2/29/16 if mailed in or 3/31/16 if filed electronically.**

Questions? Contact Carrie Wiegand or Sonia Phillips at 316.267.7231.

Applicability

- Are you an applicable large employer (ALE)?
- Have you offered coverage to ACA full-time employees?
- Is your health coverage affordable? What safe harbor(s) have you designated?
- Does your health coverage provide minimum value?

Notice Requirements

- Have you issued the appropriate Summary of Benefits and Coverage (SBC) notices?
- Have you issued the appropriate Notices of Marketplace Exchange?

Readiness

- Have you defined your measurement and stability periods?
- How are you tracking data needed for reporting?
 - Number of full-time employees by month
 - Total number of employees by month
 - Contact info for employer and employees
 - Health coverage offered by month
 - Employee share of lowest cost self-only coverage
 - Months plan met affordability requirements
 - Transition relief eligibility
 - For self-insured only: name and TIN/SSN for each covered individual
- Who in your company will file your returns?
- Are you required to report cost of employee-sponsored coverage on W-2s?