

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	Insurance carrier , 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	Self-insured employers 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	Employers with 50 or more full-time employees (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 employer-sponsored coverage, and listing covered individuals with their respective coverage details.

1095-B
Health Coverage

Form 1095-C Employer-Provided Health Insurance Offer and Coverage. This form is used to report the details of health insurance coverage offered by an employer to its employees. It includes sections for identifying the employee, reporting the employer's offer, and listing covered individuals.

1095-C
Employer-Provided Health Insurance Offer and Coverage

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

1094-B
Transmittal of Health Coverage Information Returns

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

1094-C
Transmittal of Employer-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 regardless of size.

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: Is software available?

A: Yes, we have ComplyRight ACA Software available. This title provides all the tools you need to create and print your forms — and even electronically file with the IRS. The software generates both the ComplyRight and IRS versions of the forms.

Q: What's the difference between the IRS forms and the ComplyRight forms?

A: Our forms are IRS-approved and 100% compliant. Our employee/ employer forms differ in format slightly so they are compatible with a standard double-window envelope. Our IRS copies are formatted exactly as the IRS has issued them. We have a programming guide available for those interested.

Q: Which version of the forms do I need to purchase?

A: Purchase the standard IRS forms for your IRS copies, if you're mailing to recipients using a windowless envelope, and/or if you're using a software title compatible with the traditional IRS format. Purchase the ComplyRight forms if you want employee forms compatible with double-window envelopes to make mailing employee copies easier.

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. The authoritative transmittal is the final transmittal representing the total filings you've submitted for the season.

Form 1095-B Health Coverage. This form reports health coverage for the year. It includes sections for:

- Part I: Beneficiary/Individual Policyholder:** Name, address, city, state, ZIP, and date of birth.
- Part II: Employer-Sponsored Coverage:** Whether the policy was in effect for the year, whether it was a group-term life insurance policy, and whether it was a health plan under a self-insured arrangement.
- Part III: Member or Other Coverage Provider:** Name, address, city, state, ZIP, and date of birth.
- Part IV: Covered Individuals:** A table with columns for each individual (1-10) and rows for each month (1-12). Columns include: Name, SSN, Date of Birth, and whether the individual was covered for the month.

1095-B
Health Coverage

Form 1095-C Employee-Provided Health Insurance Offer and Coverage. This form reports the offer of health insurance for the year. It includes sections for:

- Part I: Applicable Large Employer Member Information:** Name, address, city, state, ZIP, and date of birth.
- Part II: Employee Offer and Coverage:** A table with columns for each month (1-12) and rows for: Offered, Accepted, Declined, and Other.
- Part III: Covered Individuals:** A table with columns for each individual (1-10) and rows for each month (1-12). Columns include: Name, SSN, Date of Birth, and whether the individual was covered for the month.

1095-C
Employee-Provided Health Insurance Offer and Coverage

Form 1094-B Transmittal of Health Coverage Information Returns. This form is used to transmit Form 1095-B to the IRS. It includes sections for:

- Part I: Transmitter Information:** Name, address, city, state, ZIP, and date of birth.
- Part II: Transmittal Information:** Whether the returns are being transmitted to the IRS, and the date of transmittal.

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 Form 1095-C to the IRS. It includes sections for:

- Part I: Applicable Large Employer Member (ALE Member) Information:** Name, address, city, state, ZIP, and date of birth.
- Part II: Transmittal Information:** Whether the returns are being transmitted to the IRS, and the date of transmittal.
- Part III: ALE Member Information:** Whether the member is an ALE Member, and whether the member is a member of an Aggregated ALE Group.
- Part IV: Other Information:** Whether the member is a member of an Aggregated ALE Group, and whether the member is a member of an Aggregated ALE Group.

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

Q: Do ACA forms have to be completed for employees terminated during the year?

A: Yes, the ALE (business with 50 or more employees) needs to prove they made an offer of coverage to full-time employees, even if those employees were terminated at some point during the year.

Q: Are transmittals a 1-part form?

A: The 1094-B is a 1 page form. The 1094-C is a 3 page form with Parts 1, 2, 3 and 4.

Q: How do I determine if I need continuation forms?

A: You have to know the number of covered dependents. If the number of covered dependents exceeds 6, then a continuation form is needed.

Q: If I'm e-filing to the IRS, do I need to file a 1094?

A: Yes, transmittal forms need to be filed even when filing electronically.

Q: What is the definition of self-insured employer?

A: In general, a self-insured employer is one that covers the cost of healthcare for their employees. Instead of buying insurance through a third-party, like Blue Cross Blue Shield, for example, the employer sets aside funds to cover employee medical expenses.

Q: Can the employee copy of the 1095 be included in same envelope with employee copy of a W-2?

A: Yes, both the 1095 and W-2 can be mailed together.

Q: Which companies file which forms?

- A:** Here's the breakdown ...
- Insurance companies file 1095-B.
 - Employers with 50+ FTEs file 1095-C.
 - Self-Insured companies with 50+ FTEs file 1095-C.
 - Self-Insured companies with fewer than 50 FTEs file 1095-B.

Q: Is a company with less than 50 employees that provides insurance through a 3rd party insurer (like Blue Cross Blue Shield) required to file?

A: No. The employee will receive the 1095-B from the insurance company. In this case, Blue Cross Blue Shield.