

PPACA Reporting Deadlines are Approaching

By Emily Tonkovich

For employers who have not already made preparations to comply with the PPACA's reporting requirements, now is the time to do so.

The first reporting is due in January 2016 for the 2015 calendar year. Employers who do not proactively track the information that must be reported will likely find completing the required forms difficult.

Compliance with these reporting requirements is essential, as fines for failing to file and furnish reports can reach as high as \$3,000,000 or more.

Large Employers

Employers with 50 or more full-time employees/full-time equivalents will need to:

- File Forms 1094-C and 1095-C (Parts I & II) with the IRS no later than February 29, 2016 (or March 31 if filed electronically).
- Provide a copy of Form 1095-C to the listed employee on or before January 31, 2016.

The forms will ask for information about the employer, the full-time employee, and the coverage the employer offered to the full-time employee during the prior calendar year. Some of the key information to be reported includes:

- The employer's contact information and EIN
- The name of and contact information for the person who is responsible for answering questions
- The total number of Forms 1095-C submitted
- Whether the employer was a member of an aggregated large employer group (ex: controlled group) during the calendar year and the months for which it was a member
- Certification that the employer is eligible for transition relief (if applicable)
- Certification that the employer offered minimum essential coverage to full-time employees and their dependents, by month
- The total number of full-time employees, by month (not including employees in a limited non-assessment period/waiting period)
- The total number of employees, by month
- The type of transition relief the employer is eligible for (if applicable)
- If the employer is a member of an aggregated group, the names and EINs of the other members

For each full-time employee:

- The month in which the employer's plan year starts
- The employee's name, SSN, and contact information

- Information about the type of coverage offered to the employee and dependents/spouse (ex: affordable, minimum essential coverage that provides minimum value), by month
- Information about any “Safe Harbors” that apply for the employee, by month (ex: employee was not employed during that month, employee enrolled in coverage offered, etc.)
- The employee’s share of the lowest cost, minimum value coverage, by month (whether this information is required depends on the type of coverage offer to the employee)

Self-Funded Large Employers

Self-funded employers with 50 or more full-time employees/full-time equivalents will additionally need to complete Parts I, II, and III on Form 1095-C for individuals who enrolled in coverage. Some of the key information to be reporting in Part III includes:

- The responsible individual’s (policyholder’s) name, address, and SSN
- The name and SSN of each individual covered through the responsible individual’s enrollment and the months for which the individual was enrolled in coverage

Small self-funded employers (those with less than 50 or more full-time employees/full-time equivalents) are also subject to a set of reporting requirements and use will use Forms 1094-B and 1095-B.

Next Steps

All employers subject to the reporting requirements should review the instructions and forms carefully and have a plan in place for:

- Tracking the required information
- Completing the forms
- Distributing the forms
- Filing with the IRS

There are many payroll and HR vendors that can assist with all or some of these tasks. Insurance brokers typically are not in a position to complete this tax filing for clients.

For more information please review our [November 2014 Compliance Alert](#) (note that the IRS has updated the forms and instructions since our 2014 Compliance Alert). You can also find more information on the IRS’s [website](#). The draft instructions and draft forms are available via the links below.

[Draft Instructions for Forms 1094-C & 1095-C](#), [Draft Form 1094-C](#), [Draft Form 1095-C](#)

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