

## QUICK START GUIDE

No doubt about it, Employer Shared Mandate reporting is one of the greatest compliance challenges faced by employers in many years. Still, this is a challenge that can be met. To help you simplify the process we created this Quick Start Guide. If you have any questions, please give us a call at 1-800-422-4661.

### THE BASICS

All Applicable Large Employers (ALEs) for 2020 are subject to the Employer Shared Responsibility Mandate. Specifically, ALEs must report about whether all full-time employees were offered coverage, along with the outcome of that offer. Two IRS Forms are used for this reporting:

**IRS Form 1094-C** is filed with the IRS and contains basic information: employer name, address, EIN, and employee counts.

**IRS Form 1095-C** is filed with the IRS; employees are given a copy. This form collects basic employee information along with data regarding the health coverage offered to employees per each month of the year. Note: This satisfies the "Offer of Coverage" data mandate but not necessarily the coverage itself.

TASC will electronically file these Forms with the IRS and provide you a copy of each form so you can distribute to your employees.

### STEP ONE

You will need to report on each full-time employee for each month in 2020. This includes Employer TASC ID, Employee Name, Social Security Number, and home address.

Some of the required information will need greater effort in complying (such as the Offer of Coverage piece). Begin by populating the file layout you received in your Welcome Email. You must prepare a file for each month in 2020.

### STEP TWO

The next two pieces of information are relatively simple. (1) You must report for each specific calendar month in 2020, and (2) The reporting year is 2020.

### STEP THREE

The ACA Wizard tool (available on our ACA Reporting Materials and Resources webpage) will help you determine the appropriate information for these fields. Simply answer questions related to your employee's status for the month and the Wizard will provide the appropriate outputs for the following fields: Employee Share, 4980H Safe Harbor, and Offer of Coverage.

Note: These determinations are made on a per employee basis. To simplify the process, group similarly situated employees together and carry the codes applicable to all in that grouping.

The Employee Share is the lowest employee cost for single coverage under the qualifying Plan, no matter what coverage the employee chooses. Take a look at your qualifying Plan(s) and determine the lowest employee cost for single coverage. You will use this amount for each employee if applicable when directed by the Wizard.

- For 4980H Safe Harbor: enter a 2 code as directed by the Wizard.
  - The possibilities are: 2A, 2B, 2C, 2D, 2E, 2F, 2G, and 2H.
- For Offer of Coverage: enter an 1 code as directed by the Wizard.
  - The possibilities are: 1A, 1B, 1C, 1D, 1E, 1F, 1G, and 1H, 1J, and 1K.

#### **STEP FOUR**

*If your Plan is fully insured skip this step and go right to Step Five.*

For Step Four, indicate whether the employee's spouse and/or dependents were also covered under your health plan. For all dependents, list name, Social Security Number, date of birth only if covered on your health plan. Do not list dependent information if not enrolled in your health plan for that reporting month.

#### **STEP FIVE**

If you have not already done so, please access and walk through our ACA Offer Method Aid (available on our ACA Reporting Materials and Resources page) to determine if any Offer Methods may apply to your reporting. Once completed please email us at [ACAEmployerReporting@tasconline.com](mailto:ACAEmployerReporting@tasconline.com).

#### **STEP SIX**

Send us a test file so we may start the process. ( You can submit your file for January 2020 as a test file.) Our goal is to load a successful test file and then receive your remaining files on a monthly basis. We need to receive your last file by December 15. This deadline is important to ensure timely filing and avoid penalties.