

ACA Employer Reporting



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Overview

Starting in 2015 **Applicable Large Employers** (ALEs) must comply with the requirements under the Employer Shared Responsibility Mandate. In order to avoid penalties under “Play or Pay” ALEs must offer affordable and minimum value health coverage to full-time employees and their dependents. An employer is an ALE during any calendar year in which they employed an average of at least 50 full-time employees on business days during the preceding calendar year.



Administration Services

Our ACA Employer Reporting service offering helps you determine if your company is an ALE, and whether your health coverage is (a) “affordable” and (b) “of minimum value” per current regulations. We provide an easy-to-follow monthly spreadsheet to collect the information needed for your required report. Compiling the information as we go avoids a year end rush and ensures your compliance with this often-confusing requirement.

The following items are included as part of your ACA Employer Reporting compliance administration:

- ◆ Client Administration Manual
- ◆ ALE Determination Worksheet
- ◆ Plan Assessment Worksheet and Calculator
 - Assists in determining whether your current health coverage meets the minimum “Play or Pay” requirements, and what, if any transitional relief is available
- ◆ Collection of Historical Data required to complete reports (must be submitted as one file)
- ◆ Variable Hour Tracking (optional)
 - Delivers information via monthly reports
 - Advises which employees must be offered health coverage
 - Provides an easy to follow EXCEL file to submit required information
 - Compiles information per pay period to track employees trending towards eligibility or ineligibility
- ◆ Year-End Reporting
 - Provides reports in excel spreadsheet format
 - Details all required information on monthly basis (to avoid end of year rush)
 - Produces IRS 1094-C Transmittal Form and the 1095-C Individual Forms
 - Provides electronic IRS filing
 - Provides employee forms to authorized email address per the individual mandate reporting responsibility (employer copies made available for manual dissemination if electronic is not an option)
- ◆ Completion of required IRS Forms and assistance with timely filing and distribution
- ◆ ACA Late Filing Guidance
- ◆ ACA IRS Penalty Guidance
- ◆ Audit Guarantee



Overview

When a business is considered a Controlled Group as defined by the IRS, the business is treated as a single employer under the ACA employer mandate. If during any month of the calendar year your business is considered a Controlled Group, you must complete all employer mandate requirements in addition to a few additional considerations (outlined under Separate Treatment below).

We can assist all ALE entities within a Controlled Group complete and file their ACA employer mandate returns.

Controlled Group Status

To determine your Controlled Group status requires a review of all corporate papers for each commonly-owned business entity to determine ownership (not all types of ownership are considered). We are not able to advise a Client on their Controlled Group status, as the required review and determination process is not within the scope of our services. We will rely on each Client to determine and communicate their Controlled Group status to us.

ALE Determination for Controlled Groups

If your business is considered a Controlled Group, your next step is to determine if the Controlled Group is an ALE. Employees of each business entity within the Controlled Group are added together to determine ALE status. We will provide you with a worksheet and instructions to assist you in your ALE Determination as part of our service offering.

Controlled Group Status

Each business entity of a Controlled Group is treated separately as follows:

- **Separate Penalties**
Under the proposed and final regulations, each ALE business entity of a Controlled Group is liable for its Section 4980H assessable payment and is not liable for the Section 4980H assessable payment of any other entity in the Controlled Group.
- **Separate ACA Reporting**
Each ALE business entity of a Controlled Group must file a separate Authoritative Transmittal using 1094-C and must list all other business entities of the Controlled Group on the 1094-C transmittal. Each entity of a Controlled Group must also distribute the 1095-Cs to their employees.

For our ACA Employer Reporting, a Controlled Group and all the business entities within are billed separately and will require a separate Plan Application for each.

ACA Late Filing Guidance

For employers who have failed to meet the ACA Employer Mandate requirements by the deadline date, we also offer “ACA Late Filing Guidance” to help employers complete their late filings. Services include the following:

- ◆ Employers with 249 or less reportable individuals (employees/former employees): We will provide instructions for completing the forms (fillable PDFs) and filing hardcopy with the IRS.
- ◆ Special pricing for “Late Filing Guidance” – one flat Administration Fee (no Setup fee).
- ◆ We cannot accommodate applications for ACA Late Filing Guidance on a stand-alone basis unless employer is an existing TASC client with other TASC services.

ACA IRS Penalty Guidance

For employers who receive an Employer Shared Responsibility Payment (ESRP) letter from the IRS.

- ◆ Our ACA Employer Reporting will provide detailed guidance to employers that receive a penalty letter from the IRS for the Employer Shared Responsibility Mandate.
- ◆ Penalties can be imposed for employers with 50+ FT/FTEs in which one of the following applies:
 - Coverage fails to meet MEC (Minimum Essential Coverage) to FT/FTEs (the “A” penalty); or
 - Coverage is not deemed affordable and does not meet minimum Value (the “B” penalty)





Pricing

Terms

Plan Applications must be submitted with full payment of fees due. For these ACA Employer Reporting, a Controlled Group and all the business entities within are billed separately and will require a separate Plan Application for each.

ACA Employer Reporting will continue for a two-year initial term, thereafter renewing automatically for one year terms. If services are terminated under this Agreement for reasons other than a TASC uncured default or TASC material non-performance, the Employer will be responsible for providing any outstanding services required under the Plan and payment of the ACA Reporting fees until the end of the calendar year in which the termination occurred. In case of terminations, there are no refunds of the set-up fee, and no refunds of any fees applied to the service for the calendar year in which the services are terminated.

Any and all information in this TASC proposal is confidential and can be used for the sole purpose of placing a client with TASC. Any disclosure of this information to any other third party is a breach of the TASC Provider Agreement(s) and will cause losses to TASC. TASC will immediately terminate any agreement with any person who discloses the information to an unauthorized third person and seek immediate reimbursement for any loss attributable to the disclosure.



ACA Reporting (Full-Service)

One-Time Set-Up Fee - \$750

Administration Fee - \$1.75 PEPM (Per Employee Per Month)

Renewal Fee - \$500

**Applies to second year and ongoing; Billed automatically per year.*



ACA Late Filing Guidance

Fee for Each Reporting Year - \$1,000



ACA Penalty Guidance

Fee for Each Applicable Reporting Year - \$1,200

**Applies per employer*