



ACA

Reporting Requirements for 2021



Every year the IRS publishes their final forms and information about ACA reporting updates and the next year's reporting on the health care coverage.

All employers who are subject to the Affordable Care Act (ACA) will have to distribute reporting forms to their employees and then file with the IRS in early 2022.

Below are helpful documents for filing with the IRS:

- **Form 1094-B**, Health Coverage.
- Transmittal Form **1095-B** to accompany Form 1094-B.
- **Instructions for Forms 1094-B and 1095-B**.
- Form **1095-C**, Employer-Provided Health Insurance Offer and Coverage.
- Transmittal Form **1094-C** to accompany Form **1095-C**.
- **Instructions for Forms 1094-C and 1095-C**.

We will help you complete these forms correctly and be prepared by gathering all the required data for your ACA Reporting next year.



Records You Should Track

Make sure to be tracking all of these records to make your ACA Reporting filing process easier. Start keeping track of every employee's hours. This means every hour that the employee is paid, including:

- Jury duty*
- Military deployment*
- FMLA absence*
- Vacation
- Holiday
- Illness
- Incapacity
- Layoff



*You will need to track unpaid time associated with these activities.



Affordable Care Act Compliance

Checklist For 2021 ACA Reporting:

- Determine Applicable Large Employer (ALE) status for 2021 based on 2020 data.
- Check the report obligations for ALEs with self-insured group health plans, ALEs that offer fully insured group health plans and non-ALEs that offer self-insured group health plans.
- Evaluate whether proper data collection is in place to meet reporting requirements.
- Review the instructions for the forms that must be completed for changes from prior years.
- Make sure Social Security number requires obligations are being fulfilled.
- Have a plan for timely form completion for employee statements which must be mailed to employees on or before Jan. 31, 2022 (now extended to March 2).
- Be prepared to file with the IRS”
 - Paper forms on or before Feb. 28, 2022.
 - Electronic forms on or before March 21, 2022.



Year-End Tasks

As an ALE, you must produce a 1095 form for the previous tax year for all your full time employees. This will show whether they are offered health insurance, the employee cost, and included coverage. By keeping monthly records, your reporting efforts will be easier and more efficient.

Additionally, you will need to file all copies of your employee forms with the IRS by using their 1094 transmittal forms. If you have 250 or more 1094 forms, you must file electronically.

600120

Form **1095-C**
Department of the Treasury
Internal Revenue Service

Employer-Provided Health Insurance Offer and Coverage

▶ Do not attach to your tax return. Keep for your records.
▶ Go to www.irs.gov/Form1095C for instructions and the latest information.

VOID

CORRECTED

OMB No. 1545-2251

2020

Part I Employee				Applicable Large Employer Member (Employer)										
1 Name of employee (first name, middle initial, last name)		2 Social security number (SSN)		7 Name of employer				8 Employer identification number (EIN)						
3 Street address (including apartment no.)				9 Street address (including room or suite no.)				10 Contact telephone number						
4 City or town		5 State or province		6 Country and ZIP or foreign postal code		11 City or town		12 State or province		13 Country and ZIP or foreign postal code				
Part II Employee Offer of Coverage				Employee's Age on January 1					Plan Start Month (enter 2-digit number):					
	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
14 Offer of Coverage (enter required code)														
15 Employee Required Contribution (see instructions)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
16 Section 4980H Safe Harbor and Other Relief (enter code, if applicable)														
17 ZIP Code														

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 60705M

Form **1095-C** (2020)

Useful IRS Forms

Sample of 2020 form included for reference purposes.
<https://www.irs.gov/pub/irs-pdf/f1095c.pdf>

Potential Penalties

You have until January 31, 2022 to distribute the form 1095 to your employees. You'll also need to e-file copies of each form 1094 with the IRS by March 31, 2022.

Failure to do so may result in penalties from the IRS. This applies to either filing late or not at all.

Using a product such as ACA Reporter will help you stay on top of these forms and the deadlines. We offer resources to help you save time and avoid penalties.

120118

Form **1094-C** **Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns** CORRECTED OMB No. 1545-2251

Department of the Treasury Internal Revenue Service **2020**
 ▶ Go to www.irs.gov/Form1094C for instructions and the latest information.

Part I Applicable Large Employer Member (ALE Member)

1 Name of ALE Member (Employer)		2 Employer identification number (EIN)	
3 Street address (including room or suite no.)			
4 City or town	5 State or province	6 Country and ZIP or foreign postal code	
7 Name of person to contact		8 Contact telephone number	
9 Name of Designated Government Entity (only if applicable)		10 Employer identification number (EIN)	
11 Street address (including room or suite no.)			
12 City or town	13 State or province	14 Country and ZIP or foreign postal code	
15 Name of person to contact		16 Contact telephone number	
17 Reserved			

For Official Use Only

18 Total number of Forms 1095-C submitted with this transmittal

19 Is this the authoritative transmittal for this ALE Member? If "Yes," check the box and continue. If "No," see instructions

Part II ALE Member Information

20 Total number of Forms 1095-C filed by and/or on behalf of ALE Member

21 Is ALE Member a member of an Aggregated ALE Group? Yes No
 If "No," do not complete Part IV.

22 Certifications of Eligibility (select all that apply):

A. Qualifying Offer Method B. Reserved C. Reserved D. 98% Offer Method

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and to the best of my knowledge and belief, they are true, correct, and complete.

Signature Title Date

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 61571A Form **1094-C** (2020)

Useful IRS Forms

Forms 1095 and 1094 are updated in the fall each year by the IRS.
<https://www.irs.gov/pub/irs-pdf/f1094c.pdf>



What You Can Do Next

Schedule a meeting to learn more about the reporting requirements of the Affordable Care Act and the ACA Reporter.



Visit [ACAReporter.com](https://aca-reporter.com) to learn more.