THE LEADERS IN ACA REPORTING AND COMPLIANCE

QUARTERLY COMPLIANCE CHECKLIST

The Affordable Care Act [ACA] is complicated. BenefitScape can help.

Whether you are searching for a fully outsourced solution for ACA compliance and reporting or if you need help filling specific process gaps along the way, BenefitScape's powerful ACAPro technology and ACA expertise will aggregate data from your many sources to help you minimize audits and exposure to costly penalty risks. Your BenefitScape Client Manager guides you through the entire process and assists your HR Team with planning, calculations, printing, and filing.

Use this checklist to help stay on track with ACA all year.

Annually	☐ Validate that your Health Plan offers Minimum Essential Coverage, is offered to 95% of your Full-Time employees, offers Minimum Value, and is "ACA Affordable" [e.g., self-only coverage costs no more than 9.61% of an employee's household income in 2022]
	☐ Update and distribute Plan Documents and SPDs as needed and upload to the BenefitScape ShareFile Documentation folder
Q2 – April – June	☐ Archive the transmission receipts located in the BenefitScape ShareFile Compliance Folder so you are prepared for IRS or organizational management inquiries
	☐ Work with BenefitScape to reprint corrected Forms for employees after IRS submission
	☐ Review current IRS documentation and determine how to handle IRS transmission errors
	☐ Notify Auditor and Finance departments of any MEC penalty risk [e.g., any employees working 30+ hours per week who were not offered coverage that meets the affordability and minimum value threshold]
	☐ Discuss with BenefitScape any upcoming changes to plans or systems
	☐ Confirm you can track all the data you need for ACA reporting in your payroll, HRIS or Benefits Administration system[s]
	☐ Automate reports and exports to make obtaining ACA data easier

Continued overleaf

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BENEFITSCAPE **QUARTERLY COMPLIANCE CHECKLIST** I 1

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Q3 – July – September

☐ Confirm that BenefitScape will continue to print Forms 1095, so you are prepared to respond to any IRS or organizational management inquiries

☐ Review Measurement Period data before Open Enrollment to ensure all eligible employees are offered coverage, especially unique employee groups [e.g., interns, seasonal, and variable hour]

☐ Manage tasks related to IRS transmission errors

☐ Remind employees to confirm their personal information [dependent SSN, name changes, etc.]

☐ Confirm bargaining units comply with ACA reporting for union-sponsored plans data for the following year

☐ Review plans to ensure all employees are offered a plan that is affordable

☐ Comply with your stability periods to avoid penalties

Q4 – October - December

☐ Create internal communication for employees with ACA-reporting milestones and FAQs

☐ Confirm 1095-C printing timelines with BenefitScape for first print and corrections

☐ Review IRS submission deadlines with BenefitScape

☐ Communicate ACA and BenefitScape milestones with your HR team

☐ Verify EIN[s] and Company Name[s] are accurate for IRS submission

Q1 – January - March

☐ Review returned W-2 mail and update internal database [SSN and addresses] employee information

☐ Determine how your team will handle returned mail and work with BenefitScape to generate replacement forms as needed

☐ Review sample Forms and give BenefitScape approval to print and mail

☐ Resolve known errors on Forms 1095 prior to IRS submission to the IRS

☐ Submit Forms 1094 to IRS

☐ Collaborate with BenefitScape to fix IRS transmission errors and resubmit to IRS

☐ Rely on BenefitScape to complete Federal and State e-Filing as required. Individual healthcare reporting mandates currently in place in California, the District of Columbia, Massachusetts, New Jersey, Rhode Island, and Vermont

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