

# Solutions for Every Type of Employer

2019 Proposal of Services for ACA Reporting

# ACA Reporting Service Has **Everything You Need** To Complete Forms 1094 & 1095.



## **This Is Your Process For Success.**

Seasoned Account Managers (who are great at) guiding you in a full service experience (if that's what you want) through simple steps (in our ACA software) to create Forms 1094 & 1095 (fully coded PDFs, oh yeah!) and submit them (we e-file for you) to the IRS.



# Process

## Serving Well

*We have committed through daily training and development to become the very best in our industry. We focus on the details, we study the IRS regulations, we have a work culture that promotes a healthy work-life balance. What has emerged is a customer service team well equipped to answer questions and explain procedures; account managers prepared to consult clients in best practices; and executives leading the way in knowledge sharing and vision.*



### Help From ACA Reporting Experts

Our team is readily available to address questions in preparing for your 1095 reporting. We help employers define their needs and match them to a recommended service level.

# Process

## Gather Company Data

The required information serves to populate Form 1094 and provide benefit plan details used in calculating proper codes for the employee Form 1095. Resources are available outlining minimum data requirements for this section.

## 1094 & 1095 Forms

Hooray! Everyone loves to get perfectly packaged digital forms! Users click REQUEST and our system moves into a PROCESSING stage creating codes and populating the forms. Email alerts then notify users when forms are ready for REVIEW by downloading a set of pdfs.

## Approve For IRS Filing

The final step for success is granting approval for our team to transmit the form data to the IRS. This is the celebration phase where customers do the victory dance signifying the job is nearly done. The system dashboard will display the E-File status and users have an opportunity to make corrections if TIN errors are present.

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## Customer On-boarding

New and returning customers are welcomed with an account activation email. Users navigate the platform from a customized dashboard by following steps and system notifications. Color coded indicators are assigned a PROCESSING, PENDING or COMPLETED status as users complete each phase.

## Supply Employee Data

Quality reporting starts here. Customers are provided a data template outlining the type of information required from two employee reports (Payroll Census & Medical Plan Enrollment Census). Our minimum data requirements combined with system algorithms serve to populate the Form 1095 for each employee.

## Approve For Distribution

Once everything has been reviewed, users are prompted to APPROVE the applicable version of forms by completing a simple digital sign-off. Continuing in the user experience is the option to APPROVE or DECLINE our Print & Mail service that fulfills the requirement for employers to distribute forms to employees. Print & Mail service starts at \$1.75 per form.

# Reporting Packages

<b>DO IT YOURSELF</b> (SELF SERVICE PACKAGE)	<b>DONE TOGETHER</b> (ENHANCED PACKAGE)	<b>DONE FOR YOU</b> (TRUE FULL SERVICE)
<p style="text-align: center;"><b>\$999</b></p> <p style="text-align: center;"><i>* Starting Price For Up to 100 Forms</i></p>	<p style="text-align: center;"><b>\$3,000</b></p> <p style="text-align: center;"><i>* Starting Price For Up to 100 Forms</i></p>	<p style="text-align: center;"><b>\$3,600</b></p> <p style="text-align: center;"><i>* Starting Price For Up to 100 Forms</i></p>
<p style="text-align: center;"><b>» CALL CENTER SUPPORT</b></p>	<p style="text-align: center;"><b>» PERSONAL SUPPORT</b></p>	<p style="text-align: center;"><b>» 1ST PRIORITY SUPPORT</b></p>
<p style="text-align: center;"><b>» SYSTEM COMPATIBILITY</b></p>	<p style="text-align: center;"><b>» ACCOUNT MANAGER</b></p>	<p style="text-align: center;"><b>» DATA MANIPULATION</b></p>
<p style="text-align: center;">Form 1094 &amp; 1095 Creation</p>	<p style="text-align: center;">Form 1094 &amp; 1095 Creation</p>	<p style="text-align: center;">Form 1094 &amp; 1095 Creation</p>
<p style="text-align: center;">Form 1095-C Code Calculation</p>	<p style="text-align: center;">Form 1095-C Code Calculation</p>	<p style="text-align: center;">Form 1095-C Code Calculation</p>
<p style="text-align: center;">Convenient PDF Form Delivery</p>	<p style="text-align: center;">Convenient PDF Form Delivery</p>	<p style="text-align: center;">Convenient PDF Form Delivery</p>
<p style="text-align: center;">E-File Forms to IRS</p>	<p style="text-align: center;">E-File Forms to IRS</p>	<p style="text-align: center;">E-File Forms to IRS</p>
<p style="text-align: center;">HIPAA &amp; HITECH Compliance</p>	<p style="text-align: center;">HIPAA &amp; HITECH Compliance</p>	<p style="text-align: center;">HIPAA &amp; HITECH Compliance</p>
<p style="text-align: center;">Compatible with Any Payroll System</p>	<p style="text-align: center;">Compatible with Any Payroll System</p>	<p style="text-align: center;">Compatible with Any Payroll System</p>
<p style="text-align: center;">Compatible with Any Medical Plan</p>	<p style="text-align: center;">Compatible with Any Medical Plan</p>	<p style="text-align: center;">Compatible with Any Medical Plan</p>
<p style="text-align: center;">Standard Customer Support</p>	<p style="text-align: center;">Preferred Customer Support</p>	<p style="text-align: center;">1st Priority Customer Support</p>
<p style="text-align: center;">Form Quality Control Checks</p>	<p style="text-align: center;">Informed Form Quality Control Checks</p>	<p style="text-align: center;">Detailed Form Quality Control Checks</p>
<p style="text-align: center;">Dedicated Senior Account Manager</p>	<p style="text-align: center;">Dedicated Senior Account Manager</p>	<p style="text-align: center;">Dedicated Senior Account Manager</p>
<p style="text-align: center;">Discovery Interview Session</p>	<p style="text-align: center;">Discovery Interview Session</p>	<p style="text-align: center;">Discovery Interview Session</p>
<p style="text-align: center;">Test Data &amp; Data Planning</p>	<p style="text-align: center;">Test Data &amp; Data Planning</p>	<p style="text-align: center;">Test Data &amp; Data Planning</p>
<p style="text-align: center;">Penalty Consulting</p>	<p style="text-align: center;">Penalty Consulting</p>	<p style="text-align: center;">Penalty Consulting</p>
<p style="text-align: center;">Affordability Consulting</p>	<p style="text-align: center;">Affordability Consulting</p>	<p style="text-align: center;">Affordability Consulting</p>
<p style="text-align: center;">Variable Hour Consulting</p>	<p style="text-align: center;">Variable Hour Consulting</p>	<p style="text-align: center;">Variable Hour Consulting</p>
<p style="text-align: center;">Data Manipulation</p>	<p style="text-align: center;">Data Manipulation</p>	<p style="text-align: center;">Data Manipulation</p>

# Add-on Services

## Print & Mail Service

We have two different services to assist employers in meeting this obligation. As simple as clicking print within our software, we handle everything else to up to the moment the forms enter the USPS mailstream. Starting at \$1.75 per form.

## E-File Only Services

Using our designated e-file only spreadsheet, customers populate and submit their own 1094/1095 data for our team to electronically transmit via the Affordable Care Act Information Returns (AIR) online system.

## IRS Audit & Inquiry Assistance

Acting like a warranty of sorts, buying this add-on will give you access to our in-house consultant for instruction on responding to the IRS. This add-on service is only available with the purchase of an ACA reporting package and is not sold separately.

## Taxpayer ID Number (TIN) Error Reconciliation

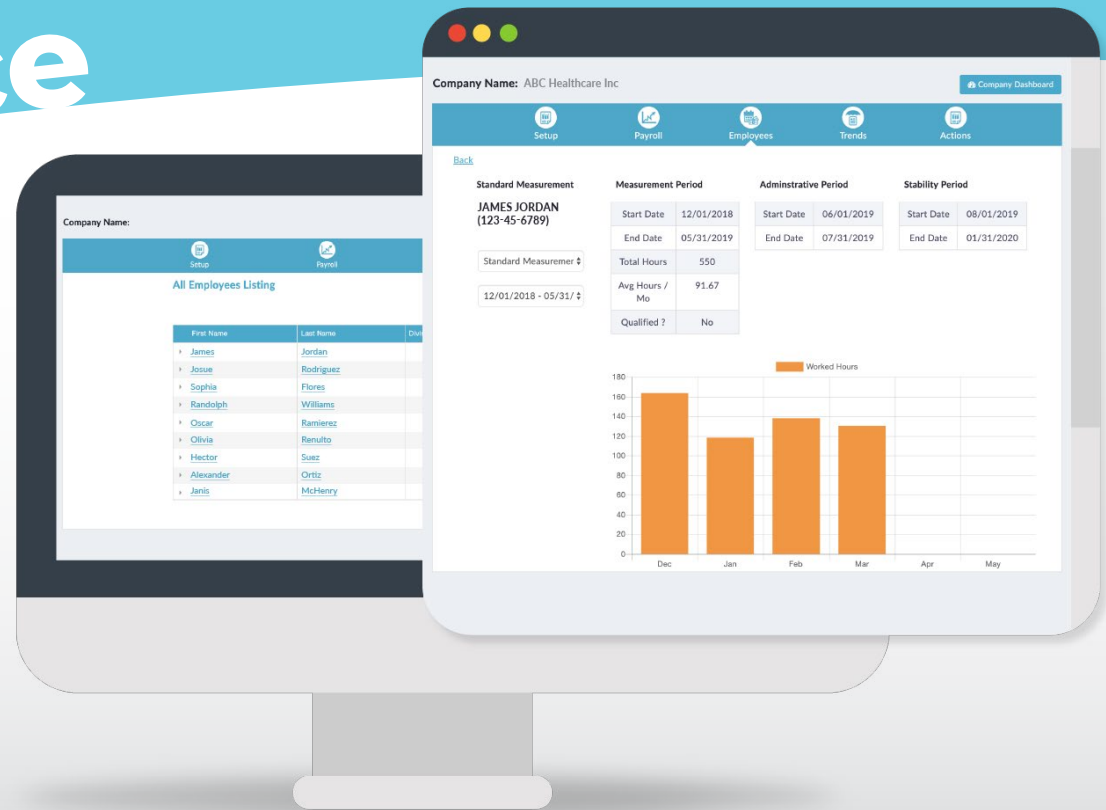
Our process of helping you make corrections when an "Accepted with Errors" status is indicated by the IRS following an Information Return submission. This add-on service is only available with the purchase of an ACA reporting package.



# VHT Service

**ACA Variable Hour Tracking (VHT)** calculates when employees in look-back measurement periods meet minimum hourly thresholds that require an offer of coverage by their employer. Here are the features that makes ACA VHT powerful, easy-to-use and cost effective for employers of all sizes.

**Please Note:** ACA VHT is a stand alone service and is not included in our reporting packages.



## Quickly Access Employee Reports

Additionally, drill into individual records to view measurement periods and reference charts highlighting key metrics.

- ✓ Measurement Period
- ✓ Administrative Period
- ✓ Stability Period

## Minimal Data Requirements Makes Things Easy

Follow a simple process of uploading payroll files to a HIPAA secure folder within our system. The data fields needed are as follows:

- ✓ Name & Social Security Number
- ✓ Payroll Period Dates
- ✓ Hours Worked

## Easy Pricing Structure

Our pricing is a full service model that includes access to an account manager and customized reporting software. System notifications alert users via email when action is required.

- ✓ No Setup Fee
- ✓ Minimum Fee \$250/month
- ✓ \$125/hour loading historical data



Monday – Friday | 9:00am – 5:00pm EST

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