

FAQs – ACA Form 1095 Coverage Report

1. When will I receive coverage data from Health Plans?

By January 8, 2016.

2. Who do I contact if I haven't received the data?

Your Health Plans Account Manager.

3. How current will my data be?

It will include all enrollment changes submitted to Health Plans through December 24, 2015.

4. What is included in the data?

- Names, SSNs and/or DOBs, Member IDs of covered individuals
- Status group (coverage through active employee or other)
- Relationship (to subscriber)
- Status (Active, COBRA, non-COBRA (e.g., severance); Retired; COBRA eligible (in election period; premium not yet received)
- Days of coverage for each individual for each month in 2015 the plan was administered by Health Plans
- Department code and name

5. What is not included in my data?

- Information on any months in 2015 that your plan was not administered by Health Plans.
- Information to complete Part II of Form 1095-C, Lines 14-16 (e.g., employee's status as full-time or part-time; whether the employee was employed in a given month; whether the employee was in a waiting period; employee contribution for lowest price coverage).
- Information to complete the transmittal IRS Form 1094-C (e.g., number of full-time employees and total employees; other employers in the same controlled group of companies).

6. How would I obtain the data that is not included?

Employers are generally looking to their personnel records and/or working with their payroll vendors to determine employee status and contribution rates. If your plan was fully insured or administered by a different TPA for any part of 2015, you may want to contact that entity to verify coverage information for individual employees and their dependents.

7. Where do I find the IRS forms and instructions about completing them?

Links to the IRS forms, instructions, FAQs and other resources are available at:

<https://www.irs.gov/Affordable-Care-Act/Employers/ACA-Information-Center-for-Applicable-Large-Employers-ALEs>

Note that small employers who sponsor self-funded plans are also required to report members' coverage under their plan(s). Scroll down the web page linked above to find information about Forms 1094-B and 1095-B.

8. What are the due dates?

- Forms 1095 need to be mailed to employees (or other covered persons such as COBRA enrollees) by January 31, 2016.
- Forms 1094 need to be submitted to the IRS with copies of the Forms 1095 by February 29, 2016 (if filing paper forms), or by March 31, 2016 (if filing electronically). Employers issuing more than 250 Forms 1095 are required to file electronically.