



# Solutions for Every Type of Employer

2020 Proposal of Services for ACA Reporting

# ABY ACA Reporting 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

SELF SERVICE PACKAGE	ENHANCED PACKAGE	TRUE FULL SERVICE
Do It Yourself	Done Together	Done For You
» <b>CALL CENTER SUPPORT</b>	» <b>PERSONAL SUPPORT</b>	» <b>1ST PRIORITY SUPPORT</b>
» <b>SYSTEM COMPATIBILITY</b>	» <b>ACCOUNT MANAGER</b>	» <b>DATA MANIPULATION</b>
Form 1094 & 1095 Creation	Form 1094 & 1095 Creation	Form 1094 & 1095 Creation
Form 1095-C Code Calculation	Form 1095-C Code Calculation	Form 1095-C Code Calculation
Convenient PDF Form Delivery	Convenient PDF Form Delivery	Convenient PDF Form Delivery
E-File Forms to IRS	E-File Forms to IRS	E-File Forms to IRS
HIPAA & HITECH Compliance	HIPAA & HITECH Compliance	HIPAA & HITECH Compliance
Compatible with Any Payroll System	Compatible with Any Payroll System	Compatible with Any Payroll System
Compatible with Any Medical Plan	Compatible with Any Medical Plan	Compatible with Any Medical Plan
Standard Customer Support	Preferred Customer Support	1st Priority Customer Support
Form Quality Control Checks	Informed Form Quality Control Checks	Detailed Form Quality Control Checks
Dedicated Senior Account Manager	Dedicated Senior Account Manager	Dedicated Senior Account Manager
Discovery Interview Session	Discovery Interview Session	Discovery Interview Session
Test Data & Data Planning	Test Data & Data Planning	Test Data & Data Planning
Penalty Consulting	Penalty Consulting	Penalty Consulting
Affordability Consulting	Affordability Consulting	Affordability Consulting
Variable Hour Consulting	Variable Hour Consulting	Variable Hour Consulting
Data Manipulation	Data Manipulation	Data Manipulation

# 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**

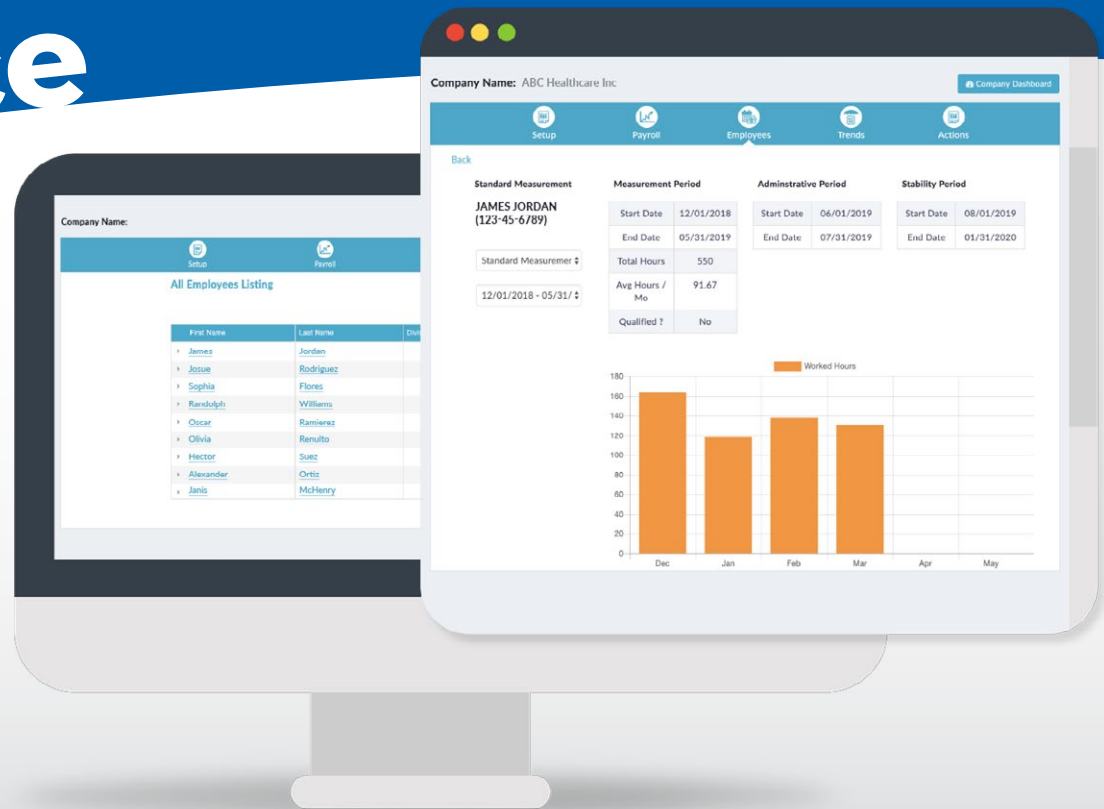
Our process of helping you make corrections when an "Accepted with Errors" status is indicated by the IRS following an Information Return submission. This add-on service is only available with the purchase of an ACA reporting package.



# 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



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