

THE LOCAL CHOICE E-NEWS

Department of State and Local Health Benefits Programs

February 3, 2016

Certification Required for Affordable Care Act (ACA) Employer Reporting – Due February 8

One of the ACA Employer Reporting requirements for employers is certification of employer contact information and employee counts for completion of the 1094-C forms transmitted to the IRS and 1095-C forms mailed to employees beginning March 1.

Attached is a fillable certification form that each group must complete on employee counts. Please report certified employee counts for each Federal Employee Identification Number (FEIN) in your group as indicated in reporting agreements provided earlier to TLC.

When filling out the form:

- Questions 2 – 4: The FEIN must match the information on file with the IRS.
- Question 5: Your group needs to designate a contact for the FEIN.
- Question 6: For the first column, provide your group count of full-time employees, and for the second column provide your total employee count. Employers must use the definitions published by IRS for the purposes of ACA Employer-Provided Health Insurance Offer and Coverage.
- Question 7: For employer certification, enter the name of the authorized officer who signed the reporting agreement for each FEIN. These may be different officers depending on the FEIN.

Please use the fillable PDF form attached to this notice and send it by email to tlc@dhrm.virginia.gov no later than Monday, February 8, 2016. Submit a certification form for each reporting agreement provided to TLC in January 2016. Only filled PDF forms can be accepted; please do not fax.

If you have any questions about the certification form, please send an email to the TLC mailbox or call 1-888-642-4414 or 804-225-3642 in Richmond.