

# THE LOCAL CHOICE E-NEWS

## Department of Human Resource Management State and Local Health Benefits Programs

***December 21, 2018***

### **Affordable Care Act (ACA) Reporting Update: Third Deadline for Calendar Year 2018**

#### **Deadline 3: Online ACA Certification Due by January 8, 2019**

The ACA Certification is the final step in collecting information to file ACA reports for calendar year 2018. The online ACA Certification will be available on December 26, 2018 in SecurePass and must be submitted by January 8, 2019.

This certification requires verification of employer information and counts of employees by FEIN for each month of 2018 using the ACA definitions published by IRS. Groups using the same employer FEIN must be combined, submitted on this certification, and reported to IRS together. The primary group submits this certification on behalf of all groups sharing the employer FEIN.

Follow these steps:

Step 1: Check the group contacts report attached to this ENews. The report is sorted by Group ID (AgyGrpSub). Look for your group's Group ID and then, check the Group Contacts on file for it. BES must be updated if your group contacts are not correct. State users update BES with PSB100 and TLC users submit a Group Data Change form.

This report also marks each Group ID as "Primary" or "Shared FEIN". Groups marked as "Primary" will have update access to the online ACA Certification; groups marked "Shared FEIN" will have read-only access.

Step 2: Each group contact will receive a SecurePass invitation email to register for a new SecurePass account. Use the attached "Helpful Information About SecurePass" for step-by-step instructions on setting up an account.

At least one of a primary group's contacts must set-up a SecurePass account to submit the ACA Certification.

Step 3: The following information is required to submit the ACA Certification. You may use this link for IRS guidance:

<https://www.irs.gov/affordable-care-act/employers/determining-if-an-employer-is-an-applicable-large-employer>

- A. The 2018 monthly counts of full-time employees for the employer FEIN, by ACA definition.
- B. The 2018 monthly counts of total employees for the FEIN, by ACA definition, regardless of full-time, part-time, or hourly status.
- C. Name, title, and phone number for the primary employer FEIN contact.

Step 4: Submit the online ACA Certification by January 8, 2019 and keep a copy for your records. A primary group's contact may make corrections and re-submit the certification as many times as needed prior to the deadline. The certification on file after the deadline is the certification that will be used for reporting to the IRS.

Thank you for your attention and prompt assistance in this major ACA reporting requirement. If you have questions, please contact [TLC@dhrm.virginia.gov](mailto:TLC@dhrm.virginia.gov).

***Please do not reply to this e-mail. You may send inquiries to the The Local Choice mailbox at [tlc@dhrm.virginia.gov](mailto:tlc@dhrm.virginia.gov).***