



ACAwise

ACA Reporting Vendor

Selection Checklist

Form 1095-C
Department of the Treasury
Internal Revenue Service

Employer-Provided Health Insurance Offer of Coverage
Do not attach to your tax return. Keep for your records.
Go to www.irs.gov/Form1095C for instructions and the latest information.

Part I Employee

1 Name of employee (first name, middle initial, last name)
2 Social security number (SSN)
3 Street address (including apartment no.)
4 City or town
5 State or province
6 Country and ZIP or foreign postal code
7 Name of employer
8 Employee's age on January 1
9 Street address (including room or suite no.)
10 Country and ZIP or foreign postal code
11 City or town
12 State or province
13 Plan start month (enter 2-digit number)
14 Offer of Coverage (enter required code)
15 Employee's age on January 1
16 Employee's age on January 1
17 ZIP Code
18 Section 501(c)(3) or other exempt status (enter code, if applicable)
19 For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.



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ACA Reporting Vendors – An Overview

When it comes to the Affordable Care Act (ACA) reporting, Applicable Large Employers have a major responsibility. With constantly changing regulations, forms, and instructions, you need a trusted software and service provider to help you manage everything.

While preparing for [2023 ACA reporting](#), use this checklist to help you explore your options and select the vendor who best meets your reporting needs.

From Form preparation, to filing with the IRS, and distributing your employee copies, choosing the right partner will ensure that you remain compliant and confident, despite the ever-changing regulatory environment.

A Checklist for choosing a 2023 ACA Reporting Vendor

1. IRS Approved Vendor

When choosing your ACA vendor, make sure that they are an IRS authorized provider. This guarantees that the vendor provides ACA reporting that is in line with the standards of the IRS.

Be sure that the vendor has the ability to [file ACA Forms electronically](#) to the IRS. This means that they have a Transmittal Control Code that allows them to transmit your returns through the IRS AIR System.

2. ACA Expertise

The IRS makes changes to the [ACA reporting requirements](#) every year. Your vendor's software must be able to adapt to these changes.

Look for a vendor with an in-house expert or specialist. They will be able to guide you through the process. An expert will alert you to any changes in the ACA laws that apply to the specific needs of your business.

If possible, review the vendor's previous reporting experience.

3. Ability to Handle Sensitive Data

The vendor should have the ability to handle the expansive amount of employee data that you are providing to them. This data must be tracked and reported accurately to maintain ACA compliance. The vendor should be able to handle all of the file formats that you use, including Excel and CSV.



4. Ability to Handle Different Scenarios

The vendor should have experience in dealing with many types of reporting scenarios such as ICHRA, COBRA coverage, rehires, and terminations.

5. Accurate Code Generation

The IRS requires employers to [file an ACA Form 1095-C](#) for every employee in their organization. This form should provide information about the offer of health insurance coverage as well as the safe harbor codes for every employee. Many employers don't have experience in generating these [1095-C codes](#) and that can lead to errors and penalties.

Last Year, the IRS added new codes (1T - 1U) for employers [reporting the mandated ICHRA plan](#). The vendor must have the ability to generate the new 1095-C Codes accurately.

Make sure that your vendor has experience in [generating ACA Form 1095-C codes](#) with 100% accuracy.

6. Ability to Provide Access for Form Review

Most businesses have a payroll or benefits administrator and a risk management team that are responsible for payroll and IRS filings.

Confirm that your vendor is able to send generated ACA 1095 Forms or has a risk department team available to review forms. You should also be sure that they are available to assist employers in avoiding common errors prior to submitting forms to the IRS.

7. Ability to handle State E-Filing

For 2023, a few states like [California](#), [District of Columbia](#), [Massachusetts](#), [New Jersey](#), [Rhode Island](#), [Vermont](#) that mandate health care reporting at the state level. So, before choosing a vendor make sure they're capable of handling filing with these states as well.

8. Timely Filing with the IRS and State

Late filing leads to tremendous penalties, so your vendor should provide you with a clear plan before signing for the reporting needs. As a result, employers are better prepared when it comes to [ACA Reporting](#) prior to deadlines, ensuring ontime filing to avoid paying unnecessary penalties.



9. Distributing Employee Copies

The IRS mandates that employers send copies to each employee. It can be stressful for employers to print and mail copies to employees. Choose a vendor that takes care of this part of the reporting process.

Be sure that your vendor is able to handle high volume [print and postal mailing](#) of your recipient copies, or if they offer your recipients [online access](#).

10. Form Corrections

After submitting your forms, the IRS validates them and provides a status update for each return. Sometimes forms are accepted with errors, while some forms may be rejected.

Your vendor should offer you guidance on how to correct any errors and resubmit them with the IRS. If your forms get rejected, your vendor should assist you with understanding why your forms were rejected and filing the correct information with the IRS.

ACA Reporting Vendor Selection Checklist

If you are looking to partner with a trusted vendor, it's essential to look at this checklist for meeting your [ACA Reporting Requirements for 2023](#).

To choose the right vendor for [2023 ACA reporting](#), print this checklist to explore the options and rate your vendor who best meets your ACA reporting needs.

ACA Reporting Vendor Checklist	Yes	No
IRS Approved Vendor Is your vendor an IRS authorized E-file provider that can ensure the secure handling of your data?	<input type="checkbox"/>	<input type="checkbox"/>
ACA Expertise Is your vendor an ACA expert, focused on the specific demands and complexities of ACA Compliance?	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Handle Sensitive Data Is your vendor able to handle your data in any format, generate the forms, and e-file them securely?	<input type="checkbox"/>	<input type="checkbox"/>



ACA Reporting Vendor Checklist	Yes	No
Ability to Handle Sensitive Data Does your vendor handle ACA reporting for all employee types, such as full-time, part time, terminated, rehire employees?	<input type="checkbox"/>	<input type="checkbox"/>
Accurate Code Generation Can your vendor generate 1095-C Codes for Line 14 & 16? Can they handle the generation of ICHRA codes?	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Handle Sensitive Data Does your vendor give you access to review the information on your ACA Forms before transmitting to the IRS?	<input type="checkbox"/>	<input type="checkbox"/>
Ability to handle State E-Filing Is your vendor able to e-file your ACA Forms with the necessary states?	<input type="checkbox"/>	<input type="checkbox"/>
Timely Filing with the IRS and State Is your vendor able to complete your ACA Reporting before the deadlines and prevent IRS penalties?	<input type="checkbox"/>	<input type="checkbox"/>
ICHRA Reporting The IRS has mandated the Reporting of ICHRA plans on ACA Forms. Do you offer an ICHRA plan to your employees? Is your vendor able to generate ACA Codes for this type of plan?	<input type="checkbox"/>	<input type="checkbox"/>
Distributing Employee Copies Can your vendor distribute your employee copies on time?	<input type="checkbox"/>	<input type="checkbox"/>
Form Corrections Does your vendor assist with ACA Form corrections?	<input type="checkbox"/>	<input type="checkbox"/>



ACA Reporting Vendor Checklist	Total
TOTAL SCORE How did they score? We invite you to give our team of ACAwise experts a call and review this checklist with them!	<input type="text"/>

Meet your 2023 ACA Reporting Requirements with ACAwise!

ACAwise offers a customized ACA reporting services which make your ACA reporting process more easier and accurate ACAwise e-files your ACA Forms with the IRS, State, and distributes 1095 copies to your employees on-time. ACAwise handles all reporting scenarios including ICHRA, COBRA, Rehire, terminated, etc We provide two different reporting services for you to choose from, based on your filing needs

- ▶ [ACA Core Reporting Service](#) - We generate ACA Forms 1094, 1095-B/C and e-file it with the IRS and States.
- ▶ [ACA Elite Reporting Service](#) - We generate ACA Codes with Forms 1094, 1095-B/C and e-file it with the IRS and States.

Contact ACAwise now on (704)-954-8420 or email your requirements to support@acawise.com.

ACAwise helps clients meet their ACA reporting requirements with a comprehensive solution.

A County with 20,000+ Employees
[Learn More](#)

An HCM Provider with 100+ Clients
[Learn More](#)



Interested in ACAwise?

Want a quote or have a question about our
ACA Reporting Service?

Contact us with your requirements

Reach out to our experts for a FREE quote or consultation!



By Phone

(704)-954-8420



By Email

support@acawise.com

*You can also Sign Up Now, and add your basic
business details to begin your ACA Reporting.*

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