

Solutions for Every Type of Employer

2021 Proposal of Services for ACA Reporting

ACA Reporting Service 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.

1

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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.

Online Account Dashboard

Designed for easy access to data and support while maintaining the ability to select and display the active company when multiples are present.

The screenshot displays the ACA Reporting Service dashboard. The browser address bar shows the URL <https://acareportingsoftware.com/#!/admin/dashboard>. The page header includes the ACA Reporting Service logo, the current year (2020), and a user greeting (Welcome John).

COMPANY DETAILS & SEARCH

Tesla Superchargers ID: ACA-43591-03
EIN: 45-9624812 | Package: True Full Service
Client: Tesla, Inc.

COMPANIES LIST

Search for Companies

Company Name	EIN	Company ID
Tesla, Inc.	01-1234567	ACA-43591-01
Tesla Service Centers	21-2651479	ACA-43591-02
Tesla Superchargers	45-9562547	ACA-43591-03
Tesla Destination Charging	65-8521789	ACA-43591-04
Tesla Stores & Galleries	75-5629841	ACA-43591-05
Tesla Delivery	14-6214856	ACA-43591-06
Tesla Development	55-2796538	ACA-43591-07
Tesla Auto Technology	36-1154896	ACA-43591-08

SUPPORT, DEADLINES & DATA

- SUPPORT**
[View our contact information](#)
- IRS DEADLINES**
[View these important dates](#)
- UPLOAD DATA FILES**
Upload Payroll/Enrollment Data
- DOCUMENT HISTORY**
Download Any Available File

AUTHORIZED USERS

[+ Add User](#)

First Name	Last Name	Email	Actions
John	Jones	john.jones@tesla.com	Edit
Jennifer	Rodriguez	jennifer.rodriguez@tesla.com	Edit

Online Account Dashboard

Follow the project steps from on-boarding to the IRS filing. System notifications and status alerts prompt users when to take action.

The screenshot displays the ACA Reporting Service dashboard. The browser address bar shows the URL <https://acareportingsoftware.com/#!/admin/dashboard>. The dashboard header includes the ACA Reporting Service logo, the year '2020 ACA Reporting', a home icon, and a user greeting 'Welcome John'. The main content area is titled 'PROJECT STEPS & STATUS' and is organized into six columns representing different stages of the project:

- STEP 1: On-boarding**
 - Invoice: PAID
 - Client Agreement: COMPLETED
 - Discovery Session: COMPLETED
 - Overall Status: COMPLETED
- STEP 2: Company Data**
 - Confirm EIN: PENDING
 - Basic Plan Information: PENDING
 - Benefit Plan & Plan Class: PENDING
 - Validate: PENDING
 - Overall Status: PENDING
- STEP 3: Employee Data**
 - Payroll Data: PENDING
 - Medical Plan Data: PENDING
 - Payroll Errors: PENDING
 - Medical Errors: PENDING
 - Overall Status: COMPLETE STEP 2
- STEP 4: Request & Review Forms**
 - Form 1094: PENDING
 - Form 1095: PENDING
- STEP 5: Approval & Print and Mail**
 - Final Form Approval: PENDING
 - Print & Mail Requested: PENDING
- STEP 6: IRS Filings**
 - E-File: PENDING
 - IRS Corrections: PENDING

Employee Records

Make edits to employee records within a easy to use interface. Template uploads are performed by our Data Technicians.

The screenshot shows the ACA Reporting Service web application interface. The browser address bar displays <https://acareportingsoftware.com/#/admin/dashboard>. The page header includes the ACA Reporting Service logo, the year 2020, and a user greeting "Welcome John". The main content area shows the company name "Tesla Superchargers" and EIN "459624812". A navigation bar contains icons for Basic Reporting Info, Benefit Plan Info, Plan Classes, Payroll, and Enrollments. Below this, there are buttons for "Upload Additional Files", "Upload Payroll Template", and "Delete All". A search bar and a "Show 25" dropdown are present above a table of employee records. The table has columns for First Name, M.I., Last Name, Suffix, SSN, Hire Date, Term Date, Medical Plan Class Name, FT/PT Status, and Don't Apply Waiting Period. A dropdown menu is open for the "Medical Plan Class Name" column, showing options: Plan Class #1, Plan Class #2, Plan Class #3, Plan Class #4, and Plan Class #5. Below the table, there is an address section with fields for Address 1, Address 2, City, State, Zip Code, and DOB. The address shown is 18 INTERCHANGE BLVD, SUITE A, GREENVILLE, SC, 04562, with a DOB of 10/10/2016. The table lists three employees: JORDAN A KYLE JR, MATTHEW A WILLIAMS, and AMANDA K DAVIS. Each employee row has "Edit" and "Delete" links.

First Name	M.I.	Last Name	Suffix	SSN	Hire Date	Term Date	Medical Plan Class Name	FT/PT Status	Don't Apply Waiting Period													
JORDAN	A	KYLE	JR	012345678	02/28/2015	10/10/2016	Plan Class #1	FT	<input type="checkbox"/>	Edit Delete												
					02/22/2018	06/20/2018	Select...		<input type="checkbox"/>	Save X												
<div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"><table border="1"><thead><tr><th>Address 1</th><th>Address 2</th><th>City</th><th>State</th><th>Zip Code</th><th>DOB</th></tr></thead><tbody><tr><td>18 INTERCHANGE BLVD</td><td>SUITE A</td><td>GREENVILLE</td><td>SC</td><td>04562</td><td>10/10/2016</td></tr></tbody></table></div>											Address 1	Address 2	City	State	Zip Code	DOB	18 INTERCHANGE BLVD	SUITE A	GREENVILLE	SC	04562	10/10/2016
Address 1	Address 2	City	State	Zip Code	DOB																	
18 INTERCHANGE BLVD	SUITE A	GREENVILLE	SC	04562	10/10/2016																	
MATTHEW	A	WILLIAMS		012345678	02/28/2015	10/10/2016	Plan Class #1	FT	<input type="checkbox"/>	Edit Delete												
AMANDA	K	DAVIS		012345678	02/28/2015	10/10/2016	Plan Class #1	FT	<input type="checkbox"/>	Edit Delete												

Digital Form Review

Accessible from the user dashboard the digital form & files section displays, archives and downloads Forms 1094 & 1095 for review.

The screenshot shows a web browser window with the URL <https://acareportingsoftware.com/#!/admin/dashboard>. The page header includes the ACA Reporting Service logo, the year '2020 ACA Reporting', a home icon, and a user greeting 'Welcome John'. Below the header, the user's name 'Tesla Superchargers' and EIN '459624812' are displayed. A 'Company Dashboard' button is in the top right.

The main content area is divided into two sections: 'START HERE' and 'DIGITAL FORMS & FILES'.

START HERE

- 1.) Identify the correct version of the forms (if multiples exist).
- 2.) Download PDF Files to your computer (keep for your records).
- 3.) Review forms for accuracy and then return here to proceed.
- 4.) Click **Approve** or **Reject** button for the applicable version.

A 'SUPPORT' button with a headset icon and the text 'View our contact information' is located below the instructions.

DIGITAL FORMS & FILES

Version	Creation Date	User	CSV Files	PDF Files	Actions
1.0	01/28/2019 04:41:10 pm	John Jones	Click to Download 1095	Click to Download 1094 1095 Summary	Approve Reject

Reporting Package Add-on Services

Print & Mail Service

Form 1095-C Printed & Mailed Direct To Your Employee's Home.

As simple as clicking print within our software, we handle everything else to up to the moment the forms enter the USPS mail stream.

- ✓ First Class Mail
- ✓ 48-Hour Turnaround Time

DESCRIPTION	PRICE
Before IRS Deadline	\$1.75/form
After IRS Deadline	\$2.50/form

IRS Audit & Inquiry Assistance

Inquiry Assistance Secures An Expert To Help Form An IRS Response Strategy.

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.

- ✓ IRS Penalty Letter Evaluation
- ✓ Records Kept for Eight Years

FORMS	PRICE/YEAR
100 Forms	\$100
500 Forms	\$150
1,000 Forms	\$200
1,500 Forms	\$250

TIN Reconciliation Service

When the IRS Error Report Highlights a Mismatch in Employee Name or SSN.

Our process of helping you make corrections when an "Accepted with Errors" status is indicated by the IRS following an Information Return submission.

- ✓ Correct Employee Name Mismatches
- ✓ Support From ACA Experts

DESCRIPTION	PRICE
Admin Fee	\$150 per filing
Corrections	\$1.50/form

Individual Mandate State Reporting

Employee 1095C data is extracted from the ACA account and electronically filed with the applicable state(s).

Applicable states: California, District of Columbia, Massachusetts, New Jersey, Rhode Island, Vermont

- ✓ Flat \$500.00 Fee per EIN (\$350 each additional)
- ✓ Payments made by invoice request

Reporting Packages & Pricing

Self Service Reporting Package

This package is a non-managed account and the expectation is the user is familiar with ACA regulations and comfortable manipulating the employee data templates. Customers have access to our support team via phone or email for technical assistance. The goal is to provide a budget friendly option that includes the essentials to complete the reporting.

Single Entity (1 EIN)

FORMS	PRICE/YEAR
100 Forms	\$999*
500 Forms	\$1,500*
1,000 Forms	\$2,000*
1,500 Forms	\$2,500*

The Self Service reporting package is not available to ALE Groups with multiple EINs to report.

** Pricing before Dec. 15th (30% increase after)*

Enhanced Reporting Package

A managed account features full support from a member of our service team. You will have a complete on-boarding experience including an initial discovery call with your assigned account manager. We will intake company information, populate the account and address each step in the process complete with timelines and customer action items.

Single Entity (1 EIN)

FORMS	PRICE/YEAR
100 Forms	\$3,000
500 Forms	\$4,000
1,000 Forms	\$4,500
1,500 Forms	\$5,000

ALE Group (Multiple EINs)

ADDITIONAL EINS	PRICE/YEAR
Each Additional EIN	\$700*

**Reporting package purchase required based on the largest EIN of your ALE Group.*

Ex. Up to 100 Forms (\$3,000) + Added EIN (\$700)

True Full Service Reporting Package

Building upon the Enhanced package this complete package includes access to a data technician. The goal is to minimize a customer's data responsibility in terms of employee supplied records. Customers supply an unformatted payroll or medical report that meets our minimum standards and our data techs will extract the data.

Single Entity (1 EIN)

FORMS	PRICE/YEAR
100 Forms	\$3,600
500 Forms	\$4,800
1,000 Forms	\$5,400
1,500 Forms	\$6,000

ALE Group (Multiple EINs)

FORMS	PRICE/YEAR
Each Additional EIN	\$700*

**Reporting package purchase required based on the largest EIN of your ALE Group.*

Ex. Up to 100 Forms (\$3,600) + Added EIN (\$700)