

## **Affordable Care Act Data Corrections**

The purpose of this document is to provide instructions in the event a correction to a 1095-B or 1095-C form is required. The type of change and when the change is identified will determine the necessary steps.

Corrections affecting the gain or loss of offer of coverage or coverage are of particular importance as these will mostly impact past or future filings and forms.

**NOTE:** Since all of the SHBP plans are considered affordable for ACA, changes from one plan to another do not need to be reported as described below as long as the coverage period remains the same.

## **Current Calendar Year Corrections - 2017**

Since data is provided to EY for each month of the year, agencies/entities are encouraged to correct data in a timely manner to minimize the number of corrections.

The last date to submit 1095-C corrections for reporting year 2017 is 12/31/2017.

Correction	What to Do	What happens
Name and address information	Correct information in	Corrected data will be updated on
in TeamWorks	TeamWorks.	the next monthly data feed to EY.
Social Security Number of the	* Contact the SAO Customer	SAO will assist in correcting the
employee	Support Center to log a ticket and	SSN and send the corrected SSN to
	provide information on the data	EY.
	that is incorrect.	
Social Security Number of a	Request employee to contact	Corrected data will be sent to EY.
dependent	SHBP to have the Social Security	
	Number corrected.	
Offer of Coverage or Coverage	Correct in TeamWorks and/or	Corrected data will be sent to EY.
	SHBP as appropriate.	

<sup>\*</sup> This is critical in order to ensure corrections are reported to our provider for ACA Federal Reporting.

## **IRS Resources**

► IRS Link for ACA: https://www.irs.gov/Affordable-Care-Act

► IRS Link to 1094-C & 1095-C Instructions: https://www.irs.gov/pub/irs-pdf/i109495c.pdf

► IRS Link to 1095-C ://www.irs.gov/pub/irs-pdf/f1095c.pdf

► IRS Link to 1094-C form: https://www.irs.gov/pub/irs-pdf/f1094c.pdf