



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

* 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 : <https://www.irs.gov/pub/irs-pdf/f1095c.pdf>
- ▶ IRS Link to 1094-C form: <https://www.irs.gov/pub/irs-pdf/f1094c.pdf>