



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 - 2016

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 2016 is **12/31/2016**.

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. * Contact the SAO Customer Support Center to log a ticket and provide information on the data that is incorrect.	Corrected data will be sent to EY.
Offer of Coverage or Coverage	Correct in TeamWorks and/or SHBP as appropriate. * Contact the SAO Customer Support Center to log a ticket and provide information on the data that is incorrect.	Corrected data will be sent to EY.

* This is critical in order to ensure corrections are reported to our provider for ACA Federal Reporting.



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Previous Calendar Year Corrections - 2015

This section addresses corrections that could not be submitted prior to 12/31 of 2015.

Corrections to a 1095-C form *may* also require a correction on the 1094-C filing. How the correction is processed will depend on whether or not the 1095-C and 1094-C forms has been filed with the IRS. **For reporting year 2015, the deadline for submitting corrections prior to the IRS filing is March 31, 2016.** As a reminder, SAO will be submitting the IRS filings and will work with each agency in the event of corrections.

The types of 1095-C corrections that may affect the IRS filing include:

- Incorrect employer information
- Missing or incorrect dependent information
- Part II - Employee Offer and Coverage (Boxes 14 through 16)
- Part III – Covered Individuals (Boxes 17 through 34).

1095-C Form

Correction	What to Do	What happens
Boxes 1, 3, 4, 5, 6	Correct in TeamWorks.	This information will be updated on the next monthly data feed to EY.
Box 10:	No action needed. EY's Inquiry Services phone number is provided in this box. There should be no changes to this information.	
All other boxes	Correct in TeamWorks and/or SHPB as appropriate. * Contact the SAO Customer Support Center to log a ticket and provide information on the data that is incorrect.	SAO will work with the requesting agency to submit the corrected information to the IRS and provide copies of the current 1095-C for distribution to the individual. Agencies will be responsible for completing the corrected 1095-C and distributing to the recipient.

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1094-C Form

Correction	What to Do
Boxes 1-16, 18-65	Contact the SAO Customer Support Center to log a ticket and provide information about the data that is incorrect.

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>