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## ACA Data Manager

Per the **Affordable Care Act**, employers with more than 50 full-time-equivalent employees, as well as those who self-insure, must provide **IRS form 1095** to each employee along with their W2 at the end of the year. This form contains codes indicating the health insurance plan that was offered and the status of the employee's coverage **for each month of the year**. For employers who self-insure, monthly dependent coverage status is also required. This form is filed with the employee's tax return, and the employer copy is filed with the IRS in a similar manner to the **W2**. Employers who issue more than 250 forms must **e-file**.

The **ACA Data Manager** is a utility that helps you maintain this data, print the forms for your employees, and optionally e-file with the IRS. It **imports** the employee data from your payroll system and uses a company template to set up your forms in such a way that a minimal amount of review and editing is required. It works with any payroll system that is capable of exporting its employee table into a common format like CSV, DBF, text, or Excel. This is a vast improvement over systems that require you to key in all of the data for every employee.

Here's how the **ACA Data Manager** saves you time and effort:

- A **template** of company defaults is used to apply the most common set of codes to your employees as they are imported into the **ACA Data Manager** tables. You'll only have to make adjustments for employees whose status deviates from the norm due to changes in coverage status during the year - waiting periods, part time work, changes in benefits, etc.
- When the employee data is imported, the system looks at each employee's **hire date** and **termination date** (if any). If either date is within the year being reported, the months before the hire date and after the termination date are marked with the correct codes to indicate that no coverage was offered or accepted.
- Dependents** can be added individually, or imported from an external table with a little help from your consultant. Only employers who self-insure are required to list dependents.
- Forms are printed on plain paper** - no need to buy expensive multipart forms. Forms are printed 2-sided on standard 8½ x 11 sheets, in landscape format, with the instructions on the back.
- The utility includes a **Census report** that lists each employee, their dependents, and the data for their 1095 form. Use this as a guide for checking data and as a hard copy archive.
- Handy **spreadsheets** are included to help you calculate your number of FTE (Full Time Equivalent) employees and to help employees determine the amount of any penalties that might apply for periods of non-coverage.
- E-filing is available as an option for users with 250 or more employees.
- Installation is included with the purchase of a **Payroll Tax Subscription** for 2018.