

ACA Reporting Requirements Guide

IRS Forms 1094 and 1095 (Code Sections 6055 and 6056)



| Form | Purpose | Who is responsible for providing | Provided to | Deadline |
|---|---|--|--|--|
| 1095-A Health Insurance Marketplace Statement (Marketplace responsibility) | Helps the IRS to verify the person had medical health coverage | The Health Insurance Marketplace | Individuals who purchased insurance through the Marketplace (federal or state-based) | Due to individuals by January 31, 2025, for prior calendar tax year |
| 1095-B Health Coverage (Insurance carrier responsibility) | To verify that individuals have minimum essential coverage | Insurance carrier | The IRS and to all covered employees and former employees of both small and large fully insured employers and direct individual policyholders | Due to subscribers by March 1, 2025, for prior calendar tax year |
| 1094-B (Insurance carrier responsibility) | This is a transmittal form insurers use to transmit 1095-B forms | Insurance carrier | IRS | Due to IRS by February 28, 2025, or April 1, 2025, if filing electronically* |
| 1095-C Employer Provided Health Insurance Offer and Coverage (Employer responsibility) | To verify compliance with the employer "shared responsibility" mandate. Also used to establish employee eligibility for premium tax credits if the employer does not offer affordable and adequate coverage | Employers (both fully insured and self-funded) with 50 or more full-time or full-time equivalent employees | The IRS and any individual employed in a full-time position at the time during the preceding calendar year (even if the employee has since left employment or retired) | Due to employees by March 1, 2025, for prior calendar tax year |
| 1094-C (Employer responsibility) | This is a transmittal form employers use to transmit 1095-C forms | Employers (both fully insured and self-funded) with 50 or more full-time or full-time equivalent employees | IRS | Due to IRS by February 28, 2025, or April 1, 2025, if filing electronically* |
| 8962 Premium Tax Credit (PTC) (Individual responsibility) | To calculate the amount of your PTC and reconcile it with any advance premium tax credit paid. Form 1095-A provides information needed to complete this form | Individuals who received the advance premium tax credit or want to claim the premium tax credit | IRS (file with tax return) | Due to IRS by April 15 annually for prior calendar tax year |

*If more than 10 statements, they must be filed electronically.

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Online resources

The information in this flier is a general overview and is not inclusive of every scenario or option. It is important that employers and members read the regulations and other information that affects them. The IRS has produced several online documents to assist with employer reporting requirements.

- **Forms, instructions, and other info:**
PacSrc.co/irs-1095c
- **Q&As on Employer Reporting of Offers of Health Insurance Coverage**
PacSrc.co/irs-qa-1095c

How PacificSource will help

1095-B: We will complete and distribute forms 1095-B as required by law.

1095-C Data Assistance Report: We will provide our large, self-funded employer groups with the data we have regarding coverage for Form 1095-C, Part III.*

- The report (an Excel spreadsheet) will include covered individual names (employees and dependents), Social Security numbers, dates of birth, and months of coverage. For ease of data correlation, the report will also include subscriber and dependent indicators, employee addresses, account numbers, employer name, and employer TIN.
- Your Membership Representative will send you the report via our secure email portal. For a sample report format, please contact your Representative.
- For self-funded groups, this report will be mailed out in December and again in January. For fully insured groups, this report will be mailed out in December.

*PacificSource will provide Part III data on record only to our self-funded groups, as fully insured groups are not required to complete this section. Information for Parts I and II is not available, because PacificSource is not the system of record for group employee data. Please work with your human resources department to gather the required employee information.

Please consult with your own legal and tax advisors for advice specific to your business.

While every attempt has been made to ensure the accuracy of this information as of the publication date, federal and state rules and interpretations of the ACA continue to evolve, and every employer's circumstances are unique.