Prepping for ACA

Game plan for ACA Prep:

1. If this is the first time you're going to be filing with the IRS, be sure you have your TCC code. Note that it can take up to two weeks to get this code.

2. If you haven't previously submitted your 1094s/1095s electronically, create and send your ACA File Communication Test. This test gets you into production status so you can submit forms electronically. If you've submitted electronically in previous years, you can skip this step.

3. If you've been tracking employee hours, use the ACA Hours Tracker to help ensure your offer of coverage codes are correct.

4. Run the ACA 1095 Tracker to ensure all employees have the correct offer of coverage codes for each month of the year. If your district is self-insured, ensure each month's offer of coverage code has the correct covered individuals.

5. If you discover any mistakes or discrepancies in your offer of coverage codes, go back to Employee Profile and make any necessary changes.

6. Decide how you want to make printed 1095s available. There are three options:

   a. Employee-printed: You can reduce costs by delivering W2s, 1099s, and 1095s to employees electronically via Employee Access. Note that if an employee prefers, he or she can still choose to print the forms, but you'll save money by not automatically printing one for everyone. If you choose
   b. this route, you can configure settings to notify employees in Employee Access.

   c. District-printed: If you prefer to print and distribute your own forms, one of your options is to place an order through Nelco.

   d. Skyward-printed: We would also be happy to print your forms. If you'd like to place an order, go to https://support.skyward.com/ and log in. Then, from the Bulletin Board tab, choose W2/1099/1095 Processing Information For 2017. To avoid a late fee, be sure to get your order in by November 25!