HCM File
HealthCostManager

Proposal for:

Sample Company

2018 ACA Filing

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Summary

HealthCostManager (HCM) is an easy-to-use software solution for IRS 1094/1095 reporting which provides a streamlined, cost-effective way to fulfill Affordable Care Act (ACA) reporting requirements.

HCM's web-based platform is flexible enough to meet the reporting needs of a variety of clients and evolves as health care reporting requirements change over time. HCM is part of a suite of reporting solutions designed by EmployeeTech, a leading benefits technology advisory firm. HCM leverages the knowledge of leading benefit consultants, actuaries and technology professionals with many years of experience in the employee benefits field.

Why Health Cost Manager? Meeting Affordable Care Act (ACA) reporting requirements can be a daunting

challenge. Data resides in multiple locations, and the IRS reports can be complex and difficult to understand. All ALEs (employers with 50 or more full time equivalent employees) are required to file, and many are looking for a practical method for collecting ACA information without consuming substantial internal resources.

While other solutions require complex monthly data collection, HCM is designed for employers with simpler reporting needs; who do not require active management of their hourly employee population. By focusing just on the data required for ACA reporting, the HCM process and timeline are streamlined, allowing it to be offered at a lower cost.

How it Works

Using HCM File is very straightforward. First we set-up the client account, inputting the required corporate data. This includes contact information and factors driving ACA calculations, such as lowest cost plan details. Next, HCM File requires only a single year-end employee census upload with just the data required for the filing. HCM File's proprietary algorithm then produces the correct coding for IRS forms 1094-B or C and 1095-B or C. It happens instantaneously, and clients can download and view PDFs of their forms, or an excel summary report, before mailing and efiling their forms

Capabilities

One-Click Access to Reporting

HCM provides expedient creation of 6055 and 6056 reporting with minimal amount of work for the client. Clients are assigned an Account Manager to support them throughout the process: from account set-up through workbook creation, data validation, filing, forms distribution, and post-filing support. Clients can also access Client Advisory expertise as needed.

Once data is uploaded and the HCM algorithm run, employers can generate 6055/56 reports. Individual reprints of the 1095-B or C forms can be downloaded at any time. A Summary Report provides an overview of the company's filing from a corporate perspective and includes all employee data.

HCM - File Features:

Calculation
- Completes Employer form 1094-B or C
- Batch completes Employee form 1095-B or C
- Completes Section III for self-funded plans
- Calculates employee count monthly and # of forms for 1094-B or C
- Generates Summary Report In Excel

Built In Logic and Security
- Determines Correct Indicator Codes
- Streamlines Process
- Reduces Errors
- Assigns Correct Plan Effective Dates
- Interprets Safe Harbor and Transition Relief Designations
- Multi-level security for personal information
- Data at rest at the database level
- Encrypted logins and data management process

1094/1095 Delivery Options

HCM offers a variety of methods for clients to retrieve 1094 and 1095 B or C forms. For clients who have a smaller number of forms, it is easy to download the PDF of each form in real time. Employee forms can be printed on regular copy paper and do not require any special form for printing.

Making changes to employee forms is easy. Simply make the change in the workbook and it will automatically update the form in our system. HCM also offers an Excel report that can be used for mail merge and printing purposes.

Employers may choose our mail/eFile bundle and offload the entire employee form distribution process to us. Employee forms are mailed in a secure, pressure sealed envelope directly to employees' homes.

All filing to the IRS is done electronically, including the initial filing and any post-filing corrections.
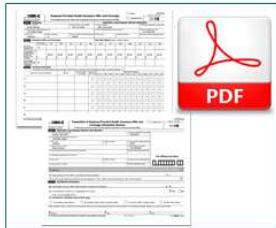
Downloadable In PDF

Download 1094 and 1095 B or C forms anytime. Available in batch or by individual employee.

Downloadable in Excel.

You have access to all of your 1095 form data at any time in a comprehensive MS Excel report.
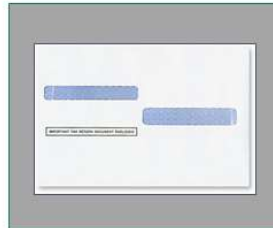
Mailed to Employee

Upon request HCM File will mail your 1095 forms to employee's homes using pressure sealed envelopes. Advanced sorting and mailing is utilized.

eFile with the IRS

HCM File will electronically file your 94/95 information with the IRS and support an electronic corrections process.

User Experience

HCM File is designed for expedient creation of 6055 and 6056 reporting with minimal amount of work for the client. EmployeeTech will implement the filing using a streamlined process, accounting for key factors in the creation of the tax forms. The information required for the census upload (the second step) is normally produced by payroll or benefits systems reporting. Additional information may be also be added, depending on the specific needs of the employer. All work for the current reporting can be saved and reused in subsequent years, saving time and effort.

HCM File Customer Portal
Each client will have their own customer portal where they can login, review employee forms, run and print reports and generate their eFiling and print/mail distribution, all from the same place. Access to this portal is through a private and secure login process.

HCM File Workbook
HCM File utilizes a simple MS Excel workbook to upload the employee demographic and coverage data. After uploading the workbook, HCM File determines the correct codes for forms 1094-B or C and 1095-B or C. The main requirements for the data are focused on the following key dates:
 - Date of Hire
 - Effective date of health coverage
 - Date of waiver
 - Termination or change dates

Employee Demographic Information - Please Complete For any Employee with Active Status during 2016													Initial Health Insurance Co		
														Choose only one	
First Name	MI	Last Name	Suf.	HCM Employee ID	SSN	Address1	Address2 (optional)	City/town	ST	Zip Code	Zip +4	Class	Date of Hire	Coverage Begins	Coverage Waive Da
John	L	Sample			351-52-9696	12 S. Main Street		Anytown	IL	60001		1	1/1/2013	1/1/2016	

This information can be generated from a payroll, HRIS or health insurance carrier report and combined to populate the workbook. Workbooks are generally uploaded twice during the year; once during the initial test and a second time prior to filing.

HCM File Summary Report

Prior to filing with the IRS, we recommend clients review employee 1095-B or C information for accuracy. Our Summary Report makes it easy by providing a corporate view of all company and employee data in a concise MS Excel format. This report includes all of the data on the 1095-B or C forms including indicator codes and plan cost information on lines 14-16 of the 1095. It is a helpful tool for assessing and validating the company's filing after uploading the data into the system, but prior to filing with the IRS.

1095 Line>			1	2	3	4	5	6	7	8	9	10	11	12	13	14	14	14	14	14	14	14
Data>	Date of Hire	Employee Class	W2 Income	Name of employee	Social security number (SSN)	Street address (including apartment no.)	City or town	State or province	Country and ZIP or foreign postal code	Name of employer	Employer identification number (EIN)	Street address (including room or suite no.)	Contact telephone number	City or town	State or province	Country and ZIP or foreign postal code	Offer of Coverage All 12 Months	JAN	FEB	MAR	APR	MAY	JUN
15/01/2015	1	53019.2	charlie Jones	111-44-1111	1205 Main Street	Anytown	IL	60523	Group 1	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1H	1H	1H	1I	1I	1I
15/01/2015	1	45115.2	Pete Smith	999-99-9999	1205 Main Street	Anytown	IL	60523	Group 1	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1I	1I	1I	1I	1I	1I
21/03/1991	1	32635.2	Andy Rice	999-99-9999	1205 Main Street	Anytown	IL	60523	Group 1	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1I	1I	1I	1I	1I	1I
13/08/1991	1	47528	Esmeralda Cook	999-99-9999	1205 Main Street	Anytown	IL	60523	Group 1	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1I	1I	1I	1I	1I	1I
14/09/1994	1	34673.6	Ileen Thornberry	999-99-9999	1205 Main Street	Anytown	IL	60523	Group 1	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1I	1I	1I	1I	1I	1I
15/01/2015	2	53019.2	Junita Kenna	111-44-1111	1205 Main Street	Anytown	IL	60523	ABC, Inc	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1I	1I	1I	1I	1I	1I
15/01/2015	2	45115.2	Sage Ortis	999-99-9999	1205 Main Street	Anytown	IL	60523	ABC, Inc	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1H	1H	1H	1I	1I	1I
21/03/1991	2	32635.2	Tarnekia Calvin	999-99-9999	1205 Main Street	Anytown	IL	60523	ABC, Inc	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1I	1I	1I	1I	1I	1I
13/08/1991	2	47528	Trula Domenech	999-99-9999	1205 Main Street	Anytown	IL	60523	ABC, Inc	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1I	1I	1I	1I	1I	1I
15/01/2015	4	53019.2	Mac Swaim	111-44-1111	1205 Main Street	Anytown	IL	60523	Group 1	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1H	1H	1H	1I	1I	1I
15/01/2015	4	45115.2	Victoria Wing	999-99-9999	1205 Main Street	Anytown	IL	60523	Group 1	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1H	1H	1H	1I	1I	1I
21/03/1991	4	32635.2	Aracely Roots	999-99-9999	1205 Main Street	Anytown	IL	60523	Group 1	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1I	1I	1I	1I	1I	1I
13/08/1991	4	47528	Hellen Ontiveros	999-99-9999	1205 Main Street	Anytown	IL	60523	Group 1	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1I	1I	1I	1I	1I	1I
14/09/1994	4	34673.6	Taylor Ambrosino	999-99-9999	1205 Main Street	Anytown	IL	60523	Group 1	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1I	1I	1I	1I	1I	1I
15/01/2015	5	53019.2	Laraine Vito	111-44-1111	1205 Main Street	Anytown	IL	60523	ABC, Inc	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1H	1H	1H	1I	1I	1I
15/01/2015	5	45115.2	Priscilla Silvey	999-99-9999	1205 Main Street	Anytown	IL	60523	ABC, Inc	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1H	1H	1H	1I	1I	1I
21/03/1991	5	32635.2	Deb Finn	999-99-9999	1205 Main Street	Anytown	IL	60523	ABC, Inc	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1I	1I	1I	1I	1I	1I
13/08/1991	5	47528	Eli Manzo	999-99-9999	1205 Main Street	Anytown	IL	60523	ABC, Inc	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1I	1I	1I	1I	1I	1I
21/02/2007	5	51168	Stanton Buchta	999-99-9999	1205 Main Street	Anytown	IL	60523	ABC, Inc	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1I	1I	1I	1I	1I	1I
01/02/2008	1	38459.2	Luther Nance	999-99-9999	1205 Main Street	Anytown	IL	60523	Group 1	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1I	1I	1I	1I	1I	1I
01/04/2008	1	68572	Hsiu Grand	999-99-9999	1205 Main Street	Anytown	IL	60523	Group 1	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1I	1I	1I	1I	1I	1I
06/01/2009	1	45115.2	Brendon Kleinman	999-99-9999	1205 Main Street	Anytown	IL	60523	Group 1	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1I	1I	1I	1I	1I	1I
16/06/2010	2	24419.2	Librada Hambright	999-99-9999	1205 Main Street	Anytown	IL	60523	ABC, Inc	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1I	1I	1I	1I	1I	1I
30/05/2014	1	33321.6	Rema Lancon	999-99-9999	1205 Main Street	Anytown	IL	60523	Group 1	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1I	1I	1I	1I	1I	1I
01/09/2014	1	45115.2	Artie Comacho	999-99-9999	1205 Main Street	Anytown	IL	60523	Group 1	36-555555	1234 Main St	312-558-4	Anytown	IL	60011		1I	1I	1I	1I	1I	1I

Employee Forms Center

For employers that need to reissue an employee's 1095-B or C form or make small adjustments to the employee information; the Forms Center is an invaluable resource. The Forms Center allows clients to search by employee, edit and print forms at any time during the year. Last minute edits and corrections can easily be made in real-time.

HCM File Process and Support

While HCM File only requires a single upload of data to create and reporting at the end of the plan year, there are steps involved in the planning process that will get you ready for the reporting well ahead of the tax reporting requirements.

HCM File Timeline
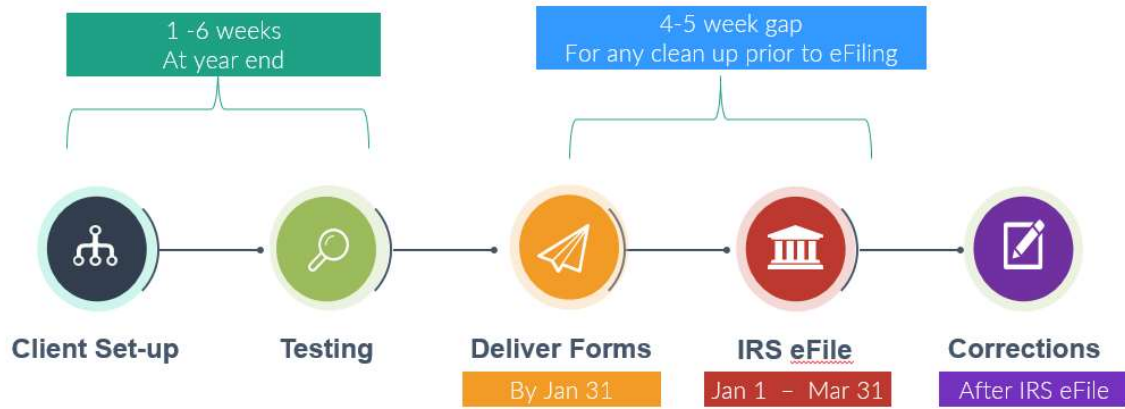
Clients will be assigned a dedicated Account Manager to support them from the outset, all the way through the implementation process, including data requirements and tax filing guidance. The HCM process works most effectively when the Account Manager, Client, and the Client's Benefits Advisor work together to complete the Workbook. The steps in this process are detailed below:

Initial Engagement Stage	Client	EmployeeTech
Client Setup	Client works with EmployeeTech dedicated Account Manager in account setup, including client contact information and configuration of health plan details.	EmployeeTech works with the client during the initial data gathering stage, and advises client on selections. Account Manager may drive entire set up process.
Testing Stage	Client	EmployeeTech
Data Collection	The client will complete the Census Workbook with employee census including hiring and coverage dates for employees. Dependent census is also completed, if applicable.	EmployeeTech Account Manager will assist the client through the process of completing the census workbook.

Testing Stage (cont'd)	Client	EmployeeTech
Data Validation	The client will either load the census file or send to Account Manager for loading. Data will be validated upon loading.	EmployeeTech will conduct a review call when workbook is complete, provide next steps and timeline, and answer questions on the project. EmployeeTech will review the HCM File summary report with the client to identify any gaps in the data.
Corrections to data	Client will make necessary changes to census and either re-upload into HCM File or send to Account Manager.	EmployeeTech will work with the client to make any relevant changes to the workbook. EmployeeTech can upload new census workbook with changes.
Forms Delivery Stage	Client	EmployeeTech
Distribution of 1095 C forms to employees	Once the reporting is complete the client will log into to system and download forms at no cost, or initiate the mailing of 1095-B or C forms to employee's home.	EmployeeTech will support client technical questions and overall support concerning HCM File.
Reprints and corrections	For reprints, the client will log into HCM File to access reprints and update employee information for revisions to the form.	EmployeeTech will offer support concerning HCM File reprints and corrections.
IRS eFile Stage	Client	EmployeeTech
Electronic filing with the IRS	Client will initiate their filing with the IRS directly from the HCM Portal, at no additional cost.	EmployeeTech will support client technical questions and overall support concerning HCM File.
Corrections Stage	Client	EmployeeTech
Distribution of 1095 C forms to employees	Client will respond to all IRS requests for corrections or refilings, through the HCM File system. Corrections can be made directly through the HCM Portal at no additional cost.	EmployeeTech will support client technical questions and overall support concerning HCM File.

Pricing

HCM Full Service Model – The HCM Account Manager supports the client throughout the entire process from Initial discovery and account set-up, through workbook completion, data upload, filing, and post-filing corrections:

Included Services	
Account Set-Up and Testing	
• Assigned ACA Account Manager (ongoing)	• Data Validation
• Client Advisory (ongoing)	• Unlimited Workbook Updates
• Initial Discovery Session	• Summary Report Review
• Client class structure and design	• Client login and support
Forms Distribution and eFiling	
• 1094 Forms Completion (B or C)	• Downloadable Forms
• 1095 Forms Completion (B or C)	• Electronic IRS Filing (B or C)
Post Filing Support	
• IRS Audit Assistance	• Online Corrections

Annual Service (Includes implementation and ongoing support and all included services in above table)	Annual Fee
1 EIN(s), Up to 1250 1095 forms	**$xxx**
Print Mail and Postage – Pricing is per employee and is based on total number of 1095-B or C forms or 1095 B forms delivered at tax time. *Mailing fees are estimated and will be reconciled post filing. Additional amounts may be due.*	**$1.50 Per form.**

Additional Services	
EmployeeTech Data Consulting Services. Includes: Data manipulation for File Preparation Workbook, support for payroll data.	**Estimated at 5 hours @ $150 per hour**