



TO: Payroll Departments

RE: Important Information Regarding Affordable Care Act Reporting

Please review this document for important information regarding new filing dates and new costs for filing services offered by Delta.

AFFORDABLE CARE ACT REPORTING DATES

Reporting deadlines for 2016 1094 and 1095 forms are as follows.

Federal Forms 1095-C – Employee Copy

The deadline for providing 1095-C forms to employees is **January 31, 2017**. All filing extensions granted in 2016 have been rescinded.

Federal Forms 1095-C – Federal Copy

1094/1095-C data must be filed electronically with the Internal Revenue Service by **March 31, 2017**.

ELECTRONIC FILING SERVICE CHARGE

Last year due to the constantly changing requirements and filing deadlines as well as the complexity of the new system, we submitted the 1095 electronic files to the IRS for our clients as a courtesy at no charge. For reporting of 2016 information during 2017, we will no longer offer the filing service at no charge. For clients requesting Delta submit their 1094/1095 data to the Internal Revenue Service there will be a charge of **\$300**.

SELF-FILING OPTION

Clients have the option of filing the 1094/1095 data electronically with IRS themselves at no cost. If you prefer to submit the data to IRS, you will need to register with IRS and submit a test file before IRS will accept your filing. To register go to the following website:

www.irs.gov

Once you are on the IRS website, look to the tabs at the top of the screen and click on the tab labeled 'for Tax Pros'. That will take you to a new page. Look to the left of the screen for 'e-Services'. Click on the 'Access e-Service' button. That will take you to a new page. Again look to the left of the screen and click on the 'Login or Register' button. That will take you to a new page with an option to 'Register'. Click on 'Register' to begin the registration process. You will be required to submit personal information including information from your personal tax return from a prior year in order for IRS to verify your identity. **If you chose the self-filing option, we encourage you to register with IRS no later than December 31, 2016 to ensure adequate time to send your test data file to the IRS for approval.**

Once you have completed the registration process and have received your IRS user ID and password, contact Delta and we will assist you in setting up your test database for submitting your test file to IRS.

If you wish to have Delta submit the electronic file to the IRS, please return the attached request form to Delta **NO LATER** than **February 15, 2017**.



Delta Computer Systems, Inc.
A Harris Local Government Company

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Fax: (228) 388-7689

ACA ELECTRONIC FILING REQUEST FORM

To request Delta Computer Systems, Inc. to submit your organization's 2016 Affordable Care Act 1094/1095 data to the Internal Revenue Service in electronic format, you must complete and return this form to Delta **no later than February 15, 2017**. We require either a purchase order or an authorized signature on this form. **NOTE:** This form is for requesting Delta to submit the **Federal copy** of your 1094/1095 data in electronic format to the IRS on behalf of your organization. You are still required to provide printed 1095-C forms to your employees no later than **January 31, 2017**.

Return the completed form to Delta by fax to 228-388-7689 or via email to tjoffrion@harrislocalgov.com.

The organization listed below is requesting Delta Computer Systems, Inc. to submit 2016 Affordable Care Act 1094/1095 data in electronic format to the Internal Revenue Service for a fee of \$300.

Client Organization Name

Client Contact Name

Contact Phone Number

Contact E-Mail Address

Purchase Order Number

Authorized Signature in lieu of Purchase Order

Authorized Signatory Name