



## The ACA Reporting Tool

The ACA (Affordable Care Act) Reporting Tool allows you to review and modify your organization’s ACA tax reporting data. The tool can also be used to authorize ADP TotalSource to furnish the completed 1095-C documents to your employees and electronically file the tax reporting data with the IRS. Please contact your Human Resources Business Partner with any questions about the ACA Reporting Tool and the annual ACA tax reporting process.

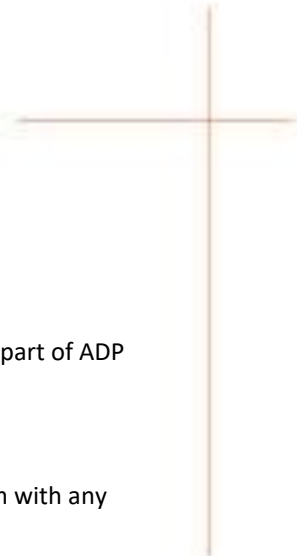
### Accessing the ACA Reporting Tool

If you are an Applicable Large Employer (ALE), you may see a yellow banner at the top of your screen when you log in to MyTotalSource this autumn reminding you to review your Health Care Reform data and authorize ADP TotalSource to file on your behalf. To access the ACA Reporting Tool (ART), click the Start Now button on the banner or click on the “20XX ACA Reporting Tool (ART)” link as shown below:

The screenshot displays the MyTotalSource user interface. At the top is a dark teal navigation bar with the following menu items: HOME, HR, MY COMPANY, BENEFITS, PAYROLL, WORKERS COMP, FORMSOURCE, SUI, REPORTING, and GLOBAL SETUP. On the right side of this bar is an 'Admin View' dropdown menu. Below the navigation bar is a prominent yellow banner with a warning icon and the text: 'You Have a Compliance Alert! You need to acknowledge your ACA Annual Reporting requirements for IRS filing and employee notification. (What is ACA reporting?)'. A progress indicator shows 'days remaining'. Two callout boxes point to the 'REMIND ME LATER' and 'START NOW' buttons. Below the banner are four main content areas: 'PayGroup', 'Stay Informed', 'Primary Contacts', and 'Affordable Care Act'. A callout box points to a link labeled '20XX ACA Reporting Tool (ART)' within the 'Affordable Care Act' section.



## Confirmation of Information about the Reporting Entity



Confirm that the most recent calendar year is selected in the dropdown date indicator in the upper right portion of the page.

Confirm that all ALE Member(s) and FEIN(s) that require ACA Reporting for your group are listed. If you have member entities that are not part of ADP TotalSource, you will have the opportunity to add them later.

**Be sure the ALE Member Name(s) and FEIN number(s) match with what the IRS has on file.**

If the list is accurate, click “Confirm & Continue”. If information is missing or inaccurate, click “Report Inaccuracies” and complete the form with any corrections so your Human Resources Business Partner can contact you to resolve the issue.

Answer the additional questions on page 2 to assure accurate reporting, and then click “Confirm & Continue”. This will cause the system to gather your available data for reporting.



## Reviewing 1094-C and 1095-C Reporting Information

### 1095-C Summary Tab

This page gives you the option to review the coding that will be submitted for your full-time employees.

The screenshot shows the ADP 1095-C Summary Tab interface. At the top, there is a navigation bar with a 'CLOSE' button and a 'LEAVE FEEDBACK' button. Below the navigation bar, there are tabs for 'Acknowledgement', '1095 Summary', 'ALE Member Information', 'ALE Member Monthly Information', and 'Other ALE Members'. The '1095 Summary' tab is selected, indicated by a red arrow. The main content area displays the '1095 Summary' for 'ACME Incorporated', with the street address '123 Main Street, Pleasantville, NY 1001'. Below this, there is a summary of the reporting status: 219 Total 1095 Forms, 217 Completed Forms, 0 Incomplete Forms, and 2 Pending Forms. Each status box has a callout explaining the status and providing instructions on how to view or download data. There are also buttons for 'EXPORT TEMPLATE' and 'IMPORT', and a search dropdown for employees.

Status	Count	Action
TOTAL 1095 FORMS	219	Click to view or download spreadsheet of all 1095-C data.
COMPLETED FORMS	217	Click to view or download data for only complete 1095-C's
INCOMPLETE FORMS	0	Click to view or download data for any forms that may be incomplete.
PENDING FORMS	2	Pending forms: the reporting tool may need, and will automatically load additional data later in the year to complete these forms (i.e. hours worked or Box 1 W-2 earnings data). Click to view or download.



## ALE Member Information Tab

Review and verify that your information is correct. Complete or update as required and click "Save".

[CLOSE](#) [LEAVE FEEDBACK](#)

[Acknowledgement](#) [1095 Summary](#) **[ALE Member Information](#)** [ALE Member Monthly Information](#) [Other ALE Members](#)

Name of ALE Member (Employer)\*  Employer identification number (EIN)

Street address 1 (including suite or apt no.)\*  Street address 2  City or town\*  State or province\*  ZIP code\*

First Name of person to contact\*  Last Name of person to contact\*  Contact telephone number\*

Total 1095-C Forms for this transmittal: 56  
Authoritative transmittal: Yes  
Total Forms Filed on behalf of ALE Member:   
Aggregated ALE: Yes  
Certifications of Eligibility: C. Section 4980H Transition Relief

[Back](#) [Cancel](#) [Reset](#) [Save](#)



## ALE Monthly Member Information Tab

This information will be auto-populated based on data from ADP TotalSource's payroll system. If you were not with ADP TotalSource for the entire calendar year, months prior to starting may require review and updates.

Be sure to click "Save" if any modifications are made to the information on this page.

Minimum Essential Coverage (MEC) Offer Indicator will be checked for each month in which your organization met the requirement of offering at least 95% of your full-time employees MEC. If a month is missing a check, please be sure to review that month's data on the ACA Dashboard in MyTotalSource.

MONTH APPLICABLE	MINIMUM ESSENTIAL COVERAGE OFFER INDICAT...	FULL-TIME EMPLOYEE COUNT FOR ALE MEMBER	TOTAL EMPLOYEE COUNT FOR ALE MEMBER	AGGREGATED GROUP INDICATOR	SECTION 4980H TRANSITION RELIEF INDICAT...
All Months	<input checked="" type="checkbox"/>			<input type="checkbox"/>	
Jan	<input checked="" type="checkbox"/>	171	<input type="text" value="175"/>	<input type="checkbox"/>	
Feb	<input checked="" type="checkbox"/>	119	<input type="text" value="124"/>	<input type="checkbox"/>	
Mar	<input checked="" type="checkbox"/>	113	<input type="text" value="125"/>	<input type="checkbox"/>	
Apr	<input checked="" type="checkbox"/>	119	<input type="text" value="128"/>	<input type="checkbox"/>	
May	<input checked="" type="checkbox"/>	122	<input type="text" value="127"/>	<input type="checkbox"/>	
Jun	<input checked="" type="checkbox"/>	133	137	<input type="checkbox"/>	
Jul	<input checked="" type="checkbox"/>	135	143	<input type="checkbox"/>	
Aug	<input checked="" type="checkbox"/>	138	147	<input type="checkbox"/>	
Sep	<input checked="" type="checkbox"/>	138	146	<input type="checkbox"/>	