

Affordable Care Act Tax Reporting: Identifying employees offered coverage under a Multi-employer Health Plan

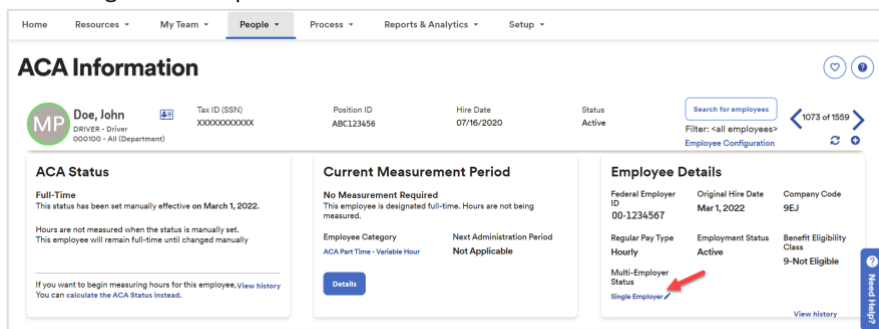
A multi-employer health plan is an employee benefit plan between two or more employers and a labor union under a collective bargaining agreement to which one or more employers contribute. Employers who are covered under the Affordable Care Act's employer shared responsibility provisions and have employees offered health coverage under a multi-employer plan must still furnish 1095-C document to any employee who meets the ACA's definition of full-time in one or more months of the calendar year.

Action Required

You indicated that you have one or more employees offered health coverage under a multi-employer health plan. For all employees offered coverage under a multi-employer plan, we ask that you identify this offer of coverage on the ACA Information page in TotalSource. Under current IRS guidance, this offer of covered must be indicated with unique coding on the employee's 1095-C.

Steps to take:

1. Navigate to People > ACA > ACA Information



2. Select "Single Employer" link to change the employee's Multi-employer Status on the ACA Benefit Offerings screen. This will generate a pop-up screen to enter an effective date for the employee.
3. Enter the effective date that the employee became a part of the multi-employer plan.
4. Click Yes under "Multi-employer".
5. Click "Save"

