



ACA Reporting Service Request

In order to engage bswift to provide ACA reporting services covering the 2018 calendar year, this ACA Reporting Service Request must be filled out completely and signed by an authorized representative of the Participating Entity (e.g., a district or charter school). The completed form must be submitted to bswift by emailing TRSAActiveCare@bswift.com no later than Friday, Dec. 19, 2018. To avoid any issues with the submission deadline, we recommend sending the completed form by Friday, Dec. 14, 2018, to allow for review and corrections of any information deemed to be missing or incorrect.

Participating Entity Identification

The below information will be used to identify the Participating Entity requesting ACA reporting services, as well as the person(s) who should be contacted at the Participating Entity regarding the ACA Reporting Service Request form.

Participating Entity Information	
Participating Entity Number:	Click here to enter text.
Participating Entity Name:	Click here to enter text.
Date of Request:	Click here to enter text.
Primary Contact Name:	Click here to enter text.
Primary Contact Email Address:	Click here to enter text.
Secondary Contact Name:	Click here to enter text.
Secondary Contact Email Address:	Click here to enter text.

Requirements for Participation

ACA reporting services covering the 2018 calendar year are only being offered to Participating Entities that meet specific criteria as outlined below:

- ✓ The entity filing this request form is a Participating Entity in the TRS-ActiveCare Program.
- ✓ The Participating Entity confirms that it is not an applicable large employer (that is, that it is a Non-ALE), as defined in applicable federal laws and regulations. Non-ALEs are defined as having fewer than 50 full-time equivalent employees. Participating Entities should check with their legal advisor if they have any questions regarding their Non-ALE status.
- ✓ The Participating Entity agrees, through the execution of a "Designation of Reporting Responsibilities Under Internal Revenue Code Section 6055" document, to designate TRS as its designated governmental unit to fulfill all reporting responsibilities under Internal Revenue Code § 6055 for the 2018 calendar year. Note: The designation form has been provided under separate cover and should be completed and submitted by the Dec. 19, 2018 deadline.
- ✓ The Participating Entity agrees to remit payment for ACA reporting services directly to bswift based on the invoice created and provided by bswift. See the 'Invoicing and Payment Process' section below for additional details.
- ✓ The Participating Entity agrees to actively engage with bswift in efforts to review and validate all ACA related coverage and employment information. If the Participating Entity becomes aware that certain information provided to bswift is incorrect or inaccurate, it will provide corrected information as soon as possible.



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Scope of ACA Reporting Services Definition

The scope of services provided by bswift for ACA reporting services is outlined below. Any exceptions or deviations from the scope of services outlined below must be documented and agreed to in writing:

- ACA reporting services will be completed for the 2018 calendar year, which is defined as the months of enrollment from Jan. 1, 2018 through Dec. 31, 2018.
- The ACA reporting applies to active employees and COBRA qualified beneficiaries (and their dependents) who are enrolled in one of the PPO plans (TRS-ActiveCare 1-HD, TRS-ActiveCare Select, and TRS-ActiveCare 2) offered under the TRS-ActiveCare Program.
- bswift will prepare and distribute the applicable forms (generally reportable on the 1095-B) to the active employees and COBRA qualified beneficiaries.
- bswift will prepare and file the applicable forms (generally reportable on the 1094-B) with the IRS.

Pricing and Payment Considerations

The cost and payment timing/process for ACA reporting services provided by bswift is outlined below. Any exceptions or deviations must be documented and agreed to in writing:

bswift ACA Pricing – 2018 Calendar Year Reporting	
Set-up Fee	\$250
Fee Per Participant	\$30 Per Active Employee or COBRA Qualified Beneficiary
Fee Per Form Issued	\$1.21 Per Form 1095-B Issued to an Active Employee or COBRA Qualified Beneficiary
Fee Per Form Re-Issued	\$31.21 Per Form 1095-B Re-Issued to an Active Employee or COBRA Qualified Beneficiary
Late Census or Payroll Information delivery	\$1,000 per occurrence
Additional 1094-B File Upload	\$1,500 per occurrence

Invoicing and Payment Process

- Invoices will be sent to the Participating Entity by Jan. 15, 2019.
 - Invoices will be sent via email using the Primary Contact Email Address in the Participating Entity information chart above.
 - If a different email address is needed for the distribution of the invoice, please include that email address in the Secondary Contact Email Address line of the Participating Entity information chart above.
 - Initial invoices will be based on the count of unique active employees and COBRA Qualified Beneficiaries covered during the time frame of Jan. 1, 2018 through Dec. 31, 2018.
 - Additional invoices will be sent for fees tied to enrollment count adjustments, late census penalties, re-issued 1095-B forms and/or additional 1094-B as soon as feasible.
- Initial payment is due to bswift by Feb. 12, 2019
 - If payment is not received by Feb. 12, 2019, ACA reporting services are subject to cancellation.
 - Payment options are ACH or check and instructions will be included with the invoice.
 - Any additional invoices delivered after Jan. 15, 2019 will be due within 30 days of delivery.



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High Level Milestones

Below are the high-level deliverable dates related to ACA reporting services:

High Level Milestone	
Participating Entity Deadline to Submit ACA Reporting Service Request	Dec. 19, 2018
Preliminary Census Provided by bswift	Jan. 4, 2018
Final Census Provided by bswift	Jan. 18, 2019
Final Census Validation from Participating Entity	Feb. 1, 2019
Invoice Sent to Participating Entity	Jan. 15, 2019
bswift Mails 1095-B Forms	Feb. 14, 2019
Invoice Payment by Participating Entity Due to bswift	Feb. 12, 2019
bswift Files 1094-B with IRS	Apr. 1, 2019

ACA Reporting Service Request Authorization	
Signature	
Printed Name	
Title	
Date	