



checkwriters

CHECKWRITERS

ACA SELECTION

After successfully setting up your account and logging in for the first time, you will be prompted to make a selection for our ACA Module. The message that appears is pictured below.

Affordable Care Act (ACA) Reporting Center Access

Under the ACA, Applicable Large Employers (ALE), those with 50 or more full-time employees or equivalents (FTEs), must file forms 1094-C and 1095-C with the IRS, as well as distribute copies of the 1095-C forms to their full time employees.

Please select one of the ACA service levels below:

Full ACA Service Access (There is a fee for this service level)

This service includes:

- Reporting
- Data tracking
- Automated status changes
- 1094-C and 1095-C production
- Electronic filing with the IRS

Limited Access (No Fee)

With this selection you will have access to run ACA eligibility reports only.

For questions please reach out to the Checkwriters ACA team: ACATeam@Checkwriters.com

Cancel Save

The ACA Module may not apply for your company – this would have been discussed in your initial conversations with our implementation team.

If Checkwriters *will* be tracking your ACA information, producing 1094-C and 1095-Cs, and filing with the IRS, select option one. There will be associated fees with this level.

If you do not need Checkwriters to do the above, you can select option two. This will still give you ACA reporting access, which has no fee, should you ever need to opt into ACA down the road if your employee count puts you over the threshold.

Once the correct option is selected for your company, select *Save*. If you are unsure of which option would apply to you, please consult with our implementation team and we will be happy to clarify. You can select *Cancel* for the time being – this prompt will continue to appear until you make a selection and save.