

ACA Compliance Checklist



- 1. Determine if you need to file:
 - Did you average over 50 FTEs - if yes you need to file (1095C)
 - If not, were you self funded for the year? If Yes (1095B)
 - If not. **No need to file . Stop here.**
- 2. Is your plan affordable - **8.39%** of monthly earnings (2024)
- 3. **Include** all required individuals in your filing
 - Any full time (30+ hour employee) that was offered coverage
 - If self-funded add: Cobra, Retirees and under 30 hour employees that took coverage
- 4. Did you file on time?
 - Paper forms distributed to employees – **March 2**
 - Electronic filing to the IRS – **March 31**
- 5. Make sure your IRS filing is accepted
 - If accepted with revisions resubmit any revisions
 - If rejected – resubmit with required changes with **60 days**

Have Questions? reach out to Michael Weiskirch at EmployeeTech
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