

ACA Administration

You Get What You Pay For



You have a lot of options when it comes to outsourcing ACA administration. Your payroll company or HRIS vendor may offer to do it for free - or maybe the allure of having the same vendor handle multiple services seems too good to pass up.

You might be inclined to buy a software package that lets you “do it yourself” so you can save money. Or maybe you’re considering using the same provider who handles the taxes for your company.

These options may be attractive, but the old saying is true – you get what you pay for. Before you make a choice that costs you big in the end, make sure you have the answers to these critical questions:

What Are You Actually Getting?

Are you buying a service or software? It’s easy to get the two confused because software vendors make it seem like you’re getting far more service than you actually get.

You need to make sure you know exactly what you’re getting. If you’re purchasing services from a vendor, are you getting everything you need, or is it only a partial service?

If you’re buying software, who teaches you how to use it properly? Does the vendor guide you through the setup process to make sure it’s done correctly? If not, does the software at least have “guide rails” to prevent you from making mistakes?

If the vendor doesn’t guide through the setup process, can you do it yourself? Do you know all of the ACA rules and nuances to make sure you don’t make any mistakes? How much time and effort will it take you to get set up and then manage ACA each year?

Do you get a designated client manager you can call when you have questions or need help? If not, how do you get help?

Managing ACA can be tricky. You need an expert to turn to when issues come up. If your vendor doesn’t give you access to a client manager who is an ACA expert, how will you resolve issues? Are you left to ask questions in forums where you get answers from other users who are in the same boat as you?



UnifyHR is a full-service provider. We handle every aspect of ACA administration so you don’t have to – and we assume liability for our work, protecting you from fines and penalties.



Codes and Forms

Does the service or software generate 1095-C codes? If so, does the vendor review the codes for accuracy and appropriateness?

Some vendors don't review codes, which means you're on the hook for ensuring the codes are correct. Are you able to spot incorrect or nonsensical codes?

Generating codes and preparing forms is only half the battle. Those forms have to be printed and mailed to the recipients. Does the vendor do this for you, or do they burden you with this task?

Are you prepared to print and mail forms? If not, you'll have to find a vendor to handle this for you.

Does the vendor generate forms for people who are inactive but covered (like COBRA participants and retirees, among others)? Many vendors don't, and that's a huge problem.

If your vendor doesn't generate these forms, then these people don't get their forms, and your filings with the IRS are incomplete.

Do they generate the 1094-C form that has to be filed with the IRS along with the 1095-C forms? Do they file forms with the IRS at all?

Failure to generate and file all of the necessary forms with the IRS leaves you open to huge financial risk.

Compliance

Will you receive guidance to make sure you stay compliant? Will the vendor let you know when laws change and make sure you understand the changes?

If not, how will you get this information? Do you have access to a compliance team or legal resource that can help?

Does the software or service help you meet state filing requirements like those introduced in New Jersey, Washington DC, California, and others?

If you have employees in these states and your vendor doesn't offer these services, how will you meet your requirements? And how will you know when other states pass similar laws?

Most importantly, does the vendor assume liability and protect you from fines and penalties? What kind of support do they offer if you receive a Letter 226-J?

Without contractual protection, your company is responsible for potential penalties. And unlike other programs, the IRS is closely monitoring ACA compliance and issuing fines – some reaching into the millions of dollars. Are you prepared to respond to a Letter 226-J from the IRS? Will your vendor be there to help?



Location

Irving, Texas



Call

800.610.1738



Email

sales@unifyhr.com



Website

www.unifyhr.com