BAS
Benefit Allocation Systems

Affordable Care Act

Recordingkeeping - Reporting - Filing

Stay compliant, avoid penalties, with our expert ACA recordkeeping and reporting services.

Timely • Accurate • Verifiable

www.basusa.com

Welcome

Dear Reader,

I want to extend my personal gratitude for your interest in our Affordable Care Act (“ACA”) recordkeeping and reporting services.

At Benefit Allocation Systems, LLC (BAS), we take pride in our role as leaders in the field of group benefits administration. With more than 35 years of dedicated service, we have had the privilege of assisting clients from diverse backgrounds, including those in the private, public, and not-for-profit sectors, across the entire nation.

Our journey has been marked by a relentless commitment to delivering excellence and value to our clients. We have always been focused on innovation and adaptability, and it's these qualities that have enabled us to reach the prominent position we hold today.

As you explore the information provided in this brochure, I encourage you to discover how our Affordable Care Act recordkeeping and reporting services can be tailored to meet your unique needs and challenges. We are here to assist you every step of the way and to demonstrate the exceptional value that BAS brings to the table.

Once again, thank you for your interest in BAS. We look forward to the opportunity to partner with you and help you navigate the complexities of benefits administration.

Warm regards,
Arthur S. Taylor

President/CEO
Benefit Allocation Systems, LLC

Affordable Care Act Requirements Summary

Introducing Affordable Care Act Recordkeeping & Forms 1094/1095 Preparation

Are you struggling with the complexities of Affordable Care Act (ACA) compliance, Forms 1094 and 1095 preparation, and the intricacies of tracking measurement and stability periods? Look no further! Our comprehensive service is designed to make ACA recordkeeping a breeze, ensuring that your organization remains compliant and worry-free.

Why Choose Our ACA Recordkeeping and Forms 1094/1095 Service?

1. Affordable and Comprehensive

We understand that ACA compliance can be daunting, especially for smaller and mid-sized businesses. Our service is not only affordable but also all-inclusive, covering every aspect of ACA recordkeeping, including Form 1095 preparation and furnishing and Form 1094 transmission.

2. Online Access to Setup Data and Employee Forms

With our user-friendly online platform, you can access all your setup data and PDF copies of employee forms anytime, anywhere. No more rifling through paperwork or searching for lost documents.

3. Support for Complex Organizations

With our user-friendly online platform, you can access all your setup data and PDF copies of employee forms anytime, anywhere. No more rifling through paperwork or searching for lost documents.

4. Prior Year Filing

Don't worry about backtracking. We can assist with prior year filing, helping you catch up and stay compliant with the ACA, even if you've missed filing in previous years.

5. Hand-Holding Implementation and Ongoing Support

We don't just hand you a tool; we walk you through the entire implementation process and provide ongoing support. Our team is available to answer your questions and ensure you're always in compliance.

How Our Service Works

Initial Assessment

We begin with a thorough assessment of your organization's needs, helping you understand the requirements and timelines specific to your situation.

Data Gathering

We assist in gathering the necessary employee data, ensuring accuracy and completeness.

Form Preparation

Our team takes care of Forms 1094 and 1095 preparation, ensuring all the required information is accurately included.

Form Furnishing

Our team takes care of furnishing Form 1095 to your employees, either electronically or by U.S. mail, and we transmit Form 1094 to the IRS on your behalf.

Online Access

You'll have secure access to all your setup data and employee forms online. Easily retrieve, review, and share them as needed.

Prior Year Filing

If you have missed any filings in the past, we can assist in catching up, so you remain fully compliant.

Ongoing Support

Our team is just a phone call or email away. Whether you have questions, need updates, or require assistance, we provide continuous support to keep your ACA recordkeeping and reporting seamless.

Affordable Care Act Requirements Summary

The Affordable Care Act (ACA) introduced significant changes in healthcare regulations for employers, requiring meticulous recordkeeping and reporting. This one-page overview will help you understand the key requirements and obligations imposed on employers under the ACA.

1. Employee Eligibility and Classification

- Maintain records of employee classifications (full-time, part-time, variable hour, seasonal, etc.)
- Track and document changes in employee status that impact ACA compliance.

2. Employee Health Coverage

- Keep records of health coverage offers and elections.
- Document the coverage waiting periods provided to employees.

3. Forms 1094-B/C and 1095-B/C

- Employers subject to the ACA's employer mandate must use Form 1095-B/C to provide full-time and covered employees evidence of their health coverage or offer of health coverage.
- Employers subject to the ACA's employer mandate must use Form 1094-B/C to report information to the IRS.
- The IRS uses this information to determine if the employer is subject to penalties for failing to offer affordable and minimum essential coverage.

4. Documentation of Coverage

- Maintain records of the coverage information submitted on Forms 1094-B/C and 1095-B/C.
- Retain these records for the required period.

5. Measurement, Administrative, and Stability Periods

- Employers using the look-back measurement method must maintain records of hours worked and eligibility determinations for measurement, administrative and stability periods.

6. Reporting to Employees

- Furnish copies of Form 1095-B/C to employees, reflecting the information submitted to the IRS.

7. Record Retention

- Keep all records related to ACA compliance for a minimum of three years from the filing due date or the date of filing (whichever is later).

8. Compliance Audits

- Furnish copies of Form 1095-B/C to employees, reflecting the information submitted to the IRS.

9. Large Employers (Applicable Larger Employers)

- Employers with 50 or more full-time equivalent employees are considered applicable large employers and are subject to the employer mandate.

10. Penalties for Non-Compliance

- Failure to comply with ACA requirements may result in penalties.
- Penalties can be assessed for failure to offer coverage or for offering unaffordable or inadequate coverage.

Services

1. Account Setup

- BAS managed implementation
- Account Identification
- Measurement Rules
- Stability Rules
- Employee Recordkeeping
- Administrator Training

2. Measurement, Administrative, & Stability Periods

- New Hire Measurement Period Tracking & Alerts
- Ongoing Employee Measurement Period Tracking & Alerts
- Stability and Administrative Period Tracking & Alerts

3. Recordkeeping

- Employee Indicative Data
- Dependents Indicative Data
- Employee Hours Worked by Month
- Forms 1095-C Lines 14, 15, 16

4. IRS Forms

- 1094 B and C
- 1095 B and C

5. IRS & State Filing

- IRS e-Filing
- States' e-Filing where available

6. Forms Printing, Mailing, Archival

- Printed & Mailed USPS 1st Class
- Alternative E-Delivery if elected
- PDF Copy Archived in MyEnroll360
- 24/7 Access to data and PDFs

7. Customer Service

- Dedicated Account Manager
- Toll-Free Support
- Email Support
- Online Self-Service
- Online Service Ticket System
- Hours M-F, 8:30 AM – 5:00 PM, ET

8. Alerts, Dashboard, & Reports

- ACA Central Dashboard with Interactive Quality Control and Informational Queries
- Various alerts to administrators about ongoing employee hours recordkeeping and other requirements
- Prebuilt and Customized Reports

Pricing

Services [3,4,7]	Standard Fees [1,6] 50-999 Employees [2]
Annual Fees	
Annual Setup Fee	$1,500.00
Per EIN/Location Support - Annual Fee	$10.00
Per Aggregated Large Employer Group	$95.00
Per Employee Fees	
Employee Recordkeeping, Per Month. Billed Annually	$0.57
Data Integration Fees	
Option 1: EDI File Upload Service, per File. (Client self-service upload at No Charge)	$0.00
Option 2: EDI File for uploading employees' information & hours. (BAS Processing, per file)	$45.00

Notes:

1. For service pricing to support prior tax year or to contract for current calendar year services after March 31st, please contact BAS.
2. For groups with 1,000 or more employees, please contact BAS for large group pricing.
3. Services and pricing represented in this document may be subject to change without notice.
4. Annual renewals subject to an automatic minimum 2% increase over prior year's fees unless notified in writing otherwise.
5. Includes all full-time & non-full-time employees.
6. Postage charged and billed separately.
7. The services and pricing presented in this guide are illustrative only. Each organization's unique requirements may affect final pricing. As our offerings continuously evolve, current services and rates may differ from those shown. For the most current information and a customized quote, please contact your BAS Sales representative.

Don’t Let ACA Compliance Stress You Out - Contact Us Today!

Affordable Care Act compliance is a critical aspect of your business, and it doesn't have to be a headache. Let us handle the recordkeeping, Forms 1094 and 1095 preparation, and all the complexities associated with ACA, so you can focus on what matters most - your business.

Contact us today to learn more about our services and get started on the path to worry-free ACA compliance.

Get Our Pricing Immediately

No human interaction necessary!

Get Pricing Now

Speak with a Sales Executive

M-F, 8:30a - 5:00p Eastern Time, Except Federal Holidays

1.877.885.3227

Schedule a Discussion or Demonstration

Easy Self-Service Booking

Schedule Now

CONTACT US

PO Box 62407, King of Prussia, PA 19406

1 800 945 5513

service@basusa.com

www.basusa.com

BAS

Benefit Allocation Systems