

ONESOURCE TAX INFORMATION REPORTING

COLLECTING AND SOLICITING TINS FOR AFFORDABLE CARE ACT REPORTING

Document Version 2

2018 Thomson Reuters/ONESOURCE. All Rights All Rights Reserved. Proprietary and confidential information of Thomson Reuters. Disclosure, use, or reproduction without the written authorization of TR /S is prohibited. In compliance with the license agreements for the Open Source Libraries leveraged by Thomson Reuters, our customers can obtain copies of these libraries by contacting Customer Support at <https://tax.thomsonreuters.com/support/onesource/customer-center/>.

DOCUMENT HISTORY

VERSION NUMBER	VERSION DATE	SUMMARY
1	August 2016	Initial publication
2	January 2, 2018	Initial publication of new document format.

TABLE OF CONTENTS

About Collecting and Soliciting TINs for Affordable Care Act Reporting	1
Importing Primary and Dependent Information into ONESOURCE Tax Information Reporting	3
Formatting Your Source System File	3
Loading Your Source Data into ONESOURCE Tax Information Reporting	4
Using the Compliance Module to Load Your Source Data	4
Using the Auto Transfer Feature to Load Your Source Data	5
Viewing the Load Results	7
Reviewing and Updating Primary and Dependent Information	9
Using the Compliance Module	9
Using the Review & Maintenance Module	13
Creating ACA TIN Solicitation Print Packages	17
About ACA TIN Solicitation Print Packages	17
The Address Page	18
The Cover Letter	18
The ACA SSN Solicitation Form	19
The Business Reply Envelope	20
Submitting a Compliance Print Batch Job to Create ACA TIN Solicitation Print Packages	21
Running, Exporting and Downloading ACA TIN Solicitation Views and Reports	29
Running an ACA TIN Solicitation View	30
Exporting an ACA TIN Solicitation View as a Report	31
Downloading an ACA TIN Solicitation Report	33
Using the ACA Name/TIN Error Assist Service	35
Creating Solicitation Packages for Forms that Received a Form Filing Error	35
Running, Exporting and Downloading ACA Name/TIN Error Assist Views and Reports	40
ACA Cover Letters and ACA SSN Solicitation Forms for Initial Solicitations ...	41
Standard ACA Cover Letter	42

Standard ACA SSN Solicitation Form	43
Sample Replacement Cover Letter	44
Sample Replacement ACA SSN Solicitation Form	45
SSN Solicitation File Format Field Definitions	47
File Format	47
User or Client Import File Field Definition	47
SSN and ITIN Solicitation Detail Listing	53
Sample Solicitation Packages for the ACA Name/TIN Error Assist Service	55
Standard Cover Letter without URL	55
Standard Cover Letter with URL	56
AIRTN500 Solicitation Document	57

ABOUT COLLECTING AND SOLICITING TINs FOR AFFORDABLE CARE ACT REPORTING

The Affordable Care Act (ACA) created reporting requirements for employers and insurers under Internal Revenue Code (I.R.C.) Sections 6055 and 6056. Under Section 6055, employers and insurers are required to make reasonable efforts to obtain the TINs of policy holders and covered individuals. Using ONESOURCE Tax Information Reporting, you can simplify the initial and post-filing TIN collection and solicitation processes and comply with the Section 6055 requirement for making reasonable efforts to obtain the TINs of policy holders and covered individuals. The initial TIN solicitation process includes:

- Importing primary and dependent information from your source systems into ONESOURCE Tax Information Reporting. See [Importing Primary and Dependent Information into ONESOURCE Tax Information Reporting \(page 3\)](#) for details.
- Reviewing and updating the imported primary and dependent information. See [Reviewing and Updating Primary and Dependent Information \(page 9\)](#) for details.
- Creating ACA TIN Solicitation print packages. See [Creating ACA TIN Solicitation Print Packages \(page 17\)](#) for details.
- Creating and exporting ACA reports for updating your source systems. See [Running, Exporting and Downloading ACA TIN Solicitation Views and Reports \(page 29\)](#) for details.

After your health coverage returns are filed with the IRS, use the ACA Name/TIN Error Assist service to create solicitation packages for those forms that received a form filing error, such as the AIRTN500 (Name/TIN mismatch) error, from the IRS. The solicitation packages include:

- A standard cover letter to inform policy holders of the reason for the solicitation and the action they need to take.
- An AIRTN500 solicitation document, which is a form for policy holders to complete and return.



The ACA Name/TIN Error Assist service is an add-on service for customers who sign up for it. Contact your Thomson Reuters Account Manager, Implementation Consultant or Client Engagement Specialist (CES) if you do not currently use the ACA Name/TIN Error Assist service but want to.

See [Creating Solicitation Packages for Forms that Received a Form Filing Error \(page 35\)](#) for details.

IMPORTING PRIMARY AND DEPENDENT INFORMATION INTO ONESOURCE TAX INFORMATION REPORTING

ONESOURCE Tax Information Reporting allows you to import source system files that contain primary and dependent information for ACA reporting. Before you can import a source file, it must be formatted in a particular file format and it must include certain fields. See [Formatting Your Source System File \(page 3\)](#) and [SSN Solicitation File Format Field Definitions \(page 47\)](#) for details.

After your source file is formatted, you can transfer and import the primary and dependent information into ONESOURCE Tax Information Reporting. You can transfer and import as many sources files as you require. See [Loading Your Source Data into ONESOURCE Tax Information Reporting \(page 4\)](#) for details.

FORMATTING YOUR SOURCE SYSTEM FILE

ONESOURCE Tax Information Reporting requires you to format source files that contain primary and dependent information as flat files with a pipe delimiter separating each field. ONESOURCE Tax Information Reporting also designates certain fields as Required, Reserved, Key or Optional. The following table describes the field designations:

FIELD TYPE	DESCRIPTION
Required	Fields designated as Required fields must exist in your source file, and must have a value. Required fields cannot be empty.
Reserved	Fields designated as Reserved fields are for use by ONESOURCE Tax Information Reporting. Reserved fields must exist in the source file, but should be left empty.
Key	Fields designated as Key fields determine the uniqueness of a database record. A database record with a specific set of key field values can exist in a database table only once.
Optional	Fields designated as Optional fields are not required to have a value. Optional fields can be left blank or they can be populated with information.

See [SSN Solicitation File Format Field Definitions \(page 47\)](#) to determine how to correctly format your source files and to learn which fields are designated as Required, Reserved, Key or Optional fields.

LOADING YOUR SOURCE DATA INTO ONESOURCE TAX INFORMATION REPORTING

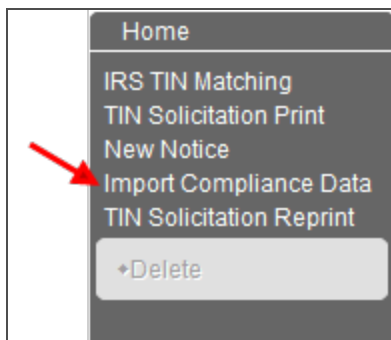
After your source files are formatted, you can load your source data into ONESOURCE Tax Information Reporting. When you load primary and dependent information into ONESOURCE Tax Information Reporting, you have the option to use the **Compliance** module or use the **Auto Transfer** feature. When you use the Auto Transfer feature, ONESOURCE Tax Information Reporting automatically retrieves and loads the files that are placed in your **Inbound** folder at the half hour of every hour.

See [Using the Compliance Module to Load Your Source Data \(page 4\)](#) to use the Compliance module or [Using the Auto Transfer Feature to Load Your Source Data \(page 5\)](#) to use the Auto Transfer feature.

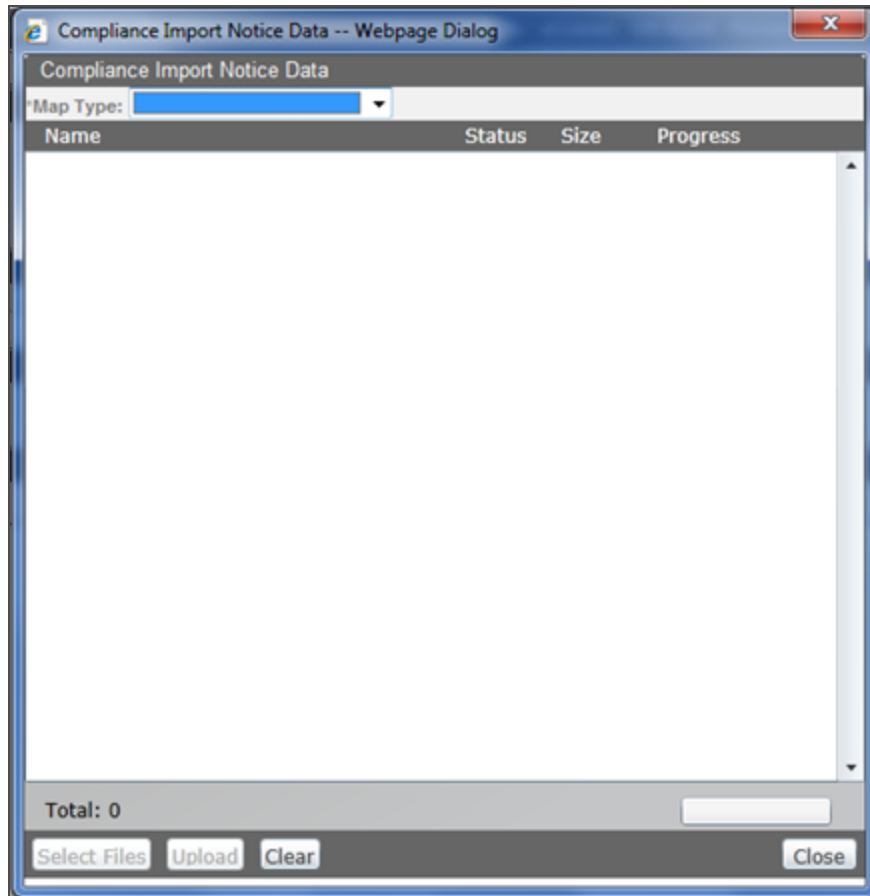
Using the Compliance Module to Load Your Source Data

To use the **Compliance** module to load your source data:

1. Click the **Compliance** module.
2. Click **Import Compliance Data** on the side menu.



The Compliance Import Notice Data-Webpage Dialog page displays.



3. Select **ACA Primary and Dependent** from the * **Map Type** drop-down list.
4. Click **Select Files**. Navigate to where the source file you want to import is stored. Select the file then click **Open**.
5. Click **Upload**.
6. After the file is uploaded, click **Close**.



Do not click **Close** until after the file is uploaded.

Using the Auto Transfer Feature to Load Your Source Data

Before you can use the Auto Transfer feature to load your source data, you must setup SFTP and an Auto Transfer Profile ID in the Options module. The Auto Transfer Profile ID is a code that identifies the source files with primary and dependent information as ACA SSN Solicitation files.

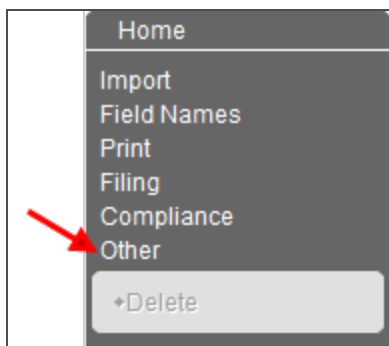


When you use the Auto Transfer feature, the files that you want to transfer must be placed in a .zip file and the .zip file must be encrypted using the PGP or GPG protocol.

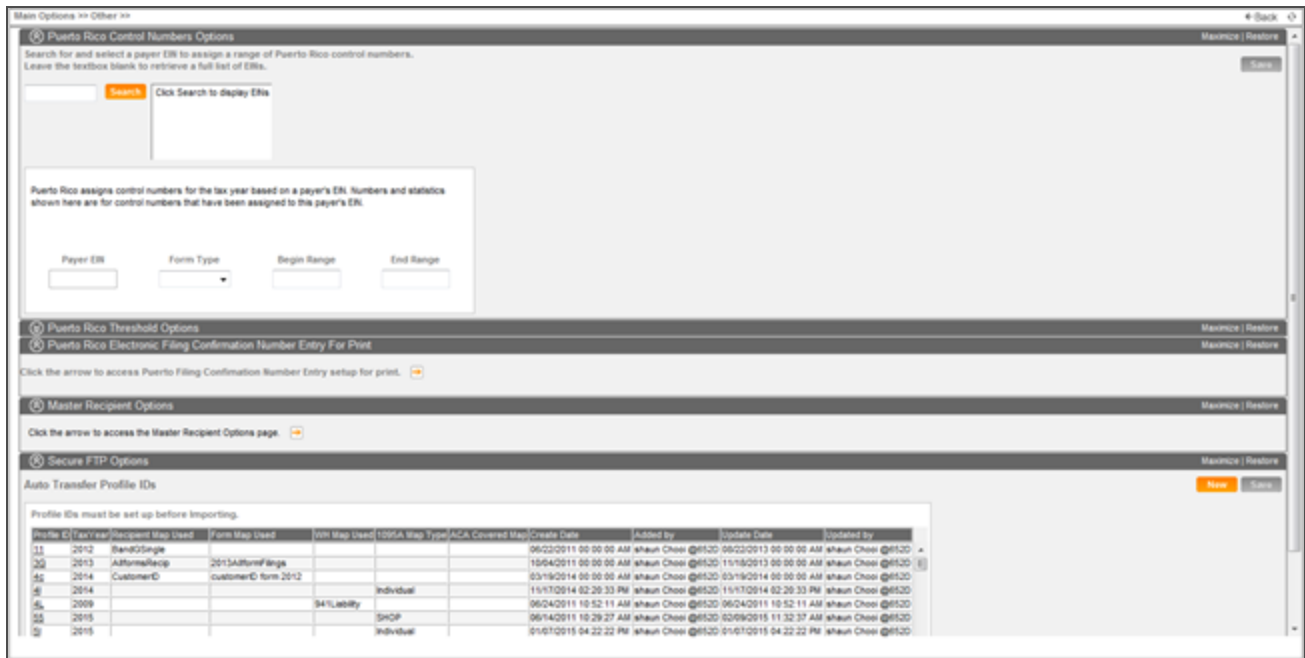
To setup SFTP, see the *Setting Up SFTP with PGP or GPG and Using the Auto Transfer Feature* guide, which is posted to the Customer Center.

To setup an Auto Transfer Profile ID and begin using the Auto Transfer feature:

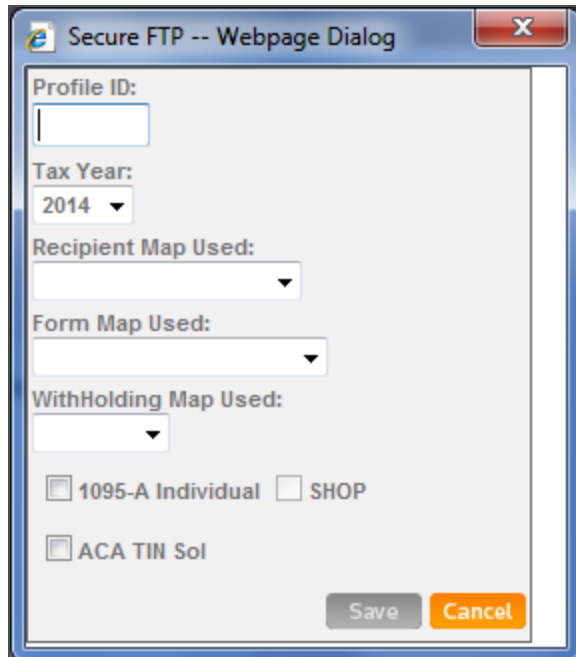
1. From the main menu, click the **Options** module. The Main Options page displays.
2. Click **Other** on the side menu.



The Other page displays.



- Click **New** under the **Secure FTP Options** section. The Secure FTP dialog box displays.



The image shows a dialog box titled "Secure FTP -- Webpage Dialog". It contains the following fields and options:

- Profile ID:** A text input field.
- Tax Year:** A dropdown menu currently showing "2014".
- Recipient Map Used:** A dropdown menu.
- Form Map Used:** A dropdown menu.
- Withholding Map Used:** A dropdown menu.
- Three checkboxes: 1095-A Individual, SHOP, and ACA TIN Sol.
- Buttons: "Save" and "Cancel".

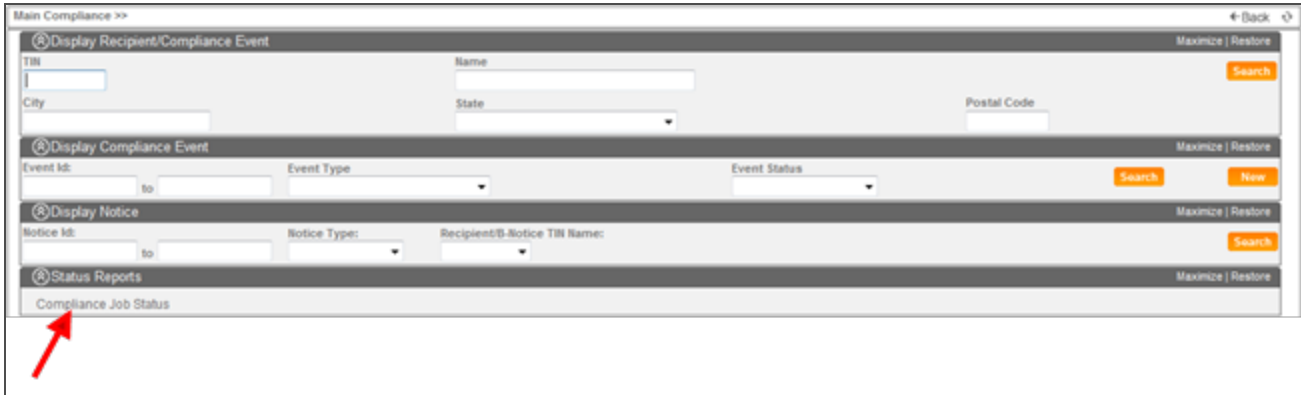
- Type a two-digit alphanumeric profile ID in the **Profile ID** field.
- Select a tax year to apply to the profile ID in the **Tax Year** list.
- Select the **ACA TIN Sol** check box.
- Click **Save**. The Secure FTP-Webpage Dialog page closes and you are returned to the Other page. The new Auto Transfer Profile ID displays in the **Auto Transfer Profile IDs** grid.

ONESOURCE Tax Information Reporting will now automatically retrieve and load the source files that are placed in your **Inbound** folder at the half hour of every hour.

VIEWING THE LOAD RESULTS

After your file is uploaded, you can access the Compliance Job Status page to view the results. To access the Compliance Job Status page, click the **Compliance Job Status** link under the **Status Reports** section on the Main Compliance page.

8 | Importing Primary and Dependent Information into ONESOURCE Tax Information Reporting
Viewing the Load Results



As shown in the graphic below, the Compliance Job Status page shows that there are two batch files for primary and dependent information. One batch file includes the primary's (or recipient's) information, and the other batch file includes both the primary and dependent (or covered) information.

The screenshot shows the 'Compliance Job Status' page. It includes a date range filter (7/24/2015 to 7/29/2015) and a 'Display' button. Below the filter is a table with 23 rows. The table has columns for Release Print, Secure FTP, Batch Id, Description, Event, Status, Total Records, Records Rejected, Records Processed, and Output File.

Release Print	Secure FTP	Batch Id	Description	Event	Status	Total Records	Records Rejected	Records Processed	Output File
3	<input type="checkbox"/>	11322		ACA TIN Covered Import	Batch Complete	23	0	23	Not Applicable
4	<input type="checkbox"/>	11328		ACA TIN Recip Import	Batch Complete	23	12	11	11328_BLANKTIN_END_TO_END_TEST.J

REVIEWING AND UPDATING PRIMARY AND DEPENDENT INFORMATION

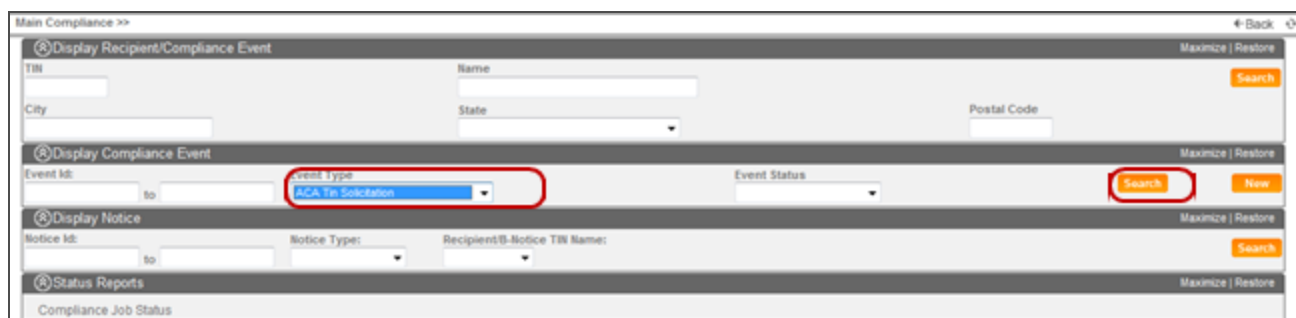
After your source data is loaded to ONESOURCE Tax Information Reporting, you can use the ACA Covered Individual Information page to review the primary and dependent information. The ACA Covered Individual Information page can be accessed from either the **Compliance** module or the **Review & Maintenance** module. See [Using the Compliance Module \(page 9\)](#) to search for primary and dependent information based on the ACA TIN Solicitation event type. See [Using the Review & Maintenance Module \(page 13\)](#) to search for a covered individual based on recipient information.

As part of your review, you can use the Update ACA Covered Individual Information page to update covered individual information, indicate that an ACA TIN Solicitation Print is required for the covered individual, and add a covered individual who was not included in the source data you imported. Indicating that an ACA TIN solicitation Print is required for a covered individual is beneficial when you later print ACA TIN solicitations because you can include only those covered individuals with missing or incorrect SSNs (rather than all covered individuals) in your batch print.

USING THE COMPLIANCE MODULE

To use the **Compliance** module to review the primary and dependent information:

1. Click the **Compliance** module.
2. Under the **Display Compliance Event** section, select **ACA Tin Solicitation** from the **Event Type** drop-down list then click **Search**.



The screenshot shows the 'Main Compliance' interface. The 'Display Compliance Event' section is active, showing a search form with fields for TIN, Name, City, State, and Postal Code. The 'Event Type' dropdown menu is open, and 'ACA Tin Solicitation' is selected. The 'Search' button is highlighted with a red box. Other sections visible include 'Display Recipient/Compliance Event', 'Display Notice', and 'Status Reports'.

The Compliance Event List page displays.



The ACA Covered Individual Information page displays, showing you the policy holder and covered individuals.

Main Compliance >> Compliance Event List >> Event Detail >> Recipient Detail >> ACA Covered Individual Information >> ← Back

ACA Dependent Information Maximize | Restore

9 rows

	Covered ID	Covered Insurance ID	TIN	First Name	Middle Name	Last Name	DOB	Type	Policy Start Date	Policy End Date
1	82	15122300	201503261	Jim	Kevin	Higgins	7/6/1956	Policy Holder		
2	83	15122301	201501012	Mary		Higgins	9/10/1962	Dependent		
3	85	15122303	201501014	John		Higgins	5/26/1977	Dependent		
4	84	15122302		Lisa		Higgins	12/31/1988	Dependent		
5	86	15122304		June		Higgins	2/13/1989	Dependent		
6	90	15122308	201501019	Mary		Higgins	5/16/1999	Dependent		
7	89	15122307	201501018	Joanna		Higgins	9/17/2000	Dependent		
8	87	15122305	201501016	Billy		Higgins	12/14/2001	Dependent		
9	88	15122306		Susan		Higgins	11/6/2002	Dependent		

- Review the information under the **ACA Dependent Information** section. If you need to update the covered individual information, double-click the **Covered ID** link for a policy holder or dependent.

The Update ACA Covered Individual Information page displays.

The screenshot shows a web form titled "Covered Individuals" with the instruction "Update covered individual's information." The form contains the following fields and values:

Covered Insurance ID	15122300
TIN	201503261
First Name	Jim
Middle Name	Kevin
Last Name	Higgins
Suffix	Jr.
Date of Birth	7/8/1956
Type	Policy Holder
Policy Start Date	2/15/2015
Policy End Date	2/29/2016
Covered User Defined Field 1	PN1222
Covered User Defined Field 2	UDF1212
Covered User Defined Field 3	
Covered User Defined Field 4	
Comments	
Solicitation Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Delete Covered Dependent?	<input type="checkbox"/>
Update Recipient Record for Policy Holder	<input checked="" type="checkbox"/>

8. Change the necessary information displayed under the **Covered Individuals** section. If a TIN solicitation is required for the covered individual, select **Yes** for **Solicitation Required**.

For valid TINs, selecting **Yes** for **Solicitation Required** will print a X in each SSN box on the ACA SSN Solicitation Form. For missing or bad TINs, the check box selected for **Solicitation Required** is ignored and, when the ACA SSN Solicitation Form prints, the SSN boxes will be empty so that the recipient can fill-in the required SSN(s).



The **Covered Insurance ID** field is a ONESOURCE Tax Information Reporting internal ID used to identify a covered individual. It must be a unique number for each covered individual in you ONESOURCE Tax Information Reporting database.

9. If you need to add a covered individual, click **New** to display the Add ACA Covered Individual Information page. Enter the covered individual's information then click **Save** to add the covered individual and return to the ACA Covered Individual Information page.
10. Click **Save**.


USING THE REVIEW & MAINTENANCE MODULE

To use the **Review & Maintenance** module to review primary and dependent information:

1. Click the **Review & Maintenance** module.
2. Under the **Recipient and Form Search** section, enter as much information as is necessary in the recipient information fields.



ONESOURCE Tax Information Reporting supports a partial search (when you enter only part of what you are searching for) for the recipient **TIN**, **Name**, **Account Number** and **CustID Acct Nbr** fields. When a partial search is performed, ONESOURCE Tax Information Reporting returns a maximum of 100 search results per page. Therefore, it is recommended that you provide search data as precisely as possible if you want to narrow your search results.

3. Click **Search**. The Recipient List page displays all of the recipients that meet your search criteria.
4. Under the **Recipient List** section, select the **TIN** link for the recipient. The Recipient Detail page displays.
5. Scroll to the bottom of the Recipient Detail page then open the **ACA Covered Information** section.
6. Click  for **Click the arrow to access the ACA Covered Individual Information**.



The ACA Covered Individual Information page displays, showing you the policy holder and covered individuals.

Main Compliance >> Compliance Event List >> Event Detail >> Recipient Detail >> ACA Covered Individual Information >>

Covered ID	Covered Insurance ID	TIN	First Name	Middle Name	Last Name	DOB	Type	Policy Start Date	Policy End Date
1 82	15122300	201503261	Jim	Kevin	Higgins	7/8/1956	Policy Holder		
2 83	15122301	201501012	Mary		Higgins	9/10/1962	Dependent		
3 85	15122303	201501014	John		Higgins	5/26/1977	Dependent		
4 84	15122302		Lisa		Higgins	12/31/1988	Dependent		
5 86	15122304		June		Higgins	2/13/1989	Dependent		
6 90	15122308	201501019	Miley		Higgins	5/16/1999	Dependent		
7 89	15122307	201501018	Joanna		Higgins	9/17/2000	Dependent		
8 87	15122305	201501016	Billy		Higgins	12/14/2001	Dependent		
9 88	15122306		Susan		Higgins	11/6/2002	Dependent		

- Review the information shown under the **ACA Dependent Information** section. If you need to update the covered individual information, double-click the **Covered ID** link for a policy holder or dependent.

The Update ACA Covered Individual Information page displays.

Covered Individuals

Update covered individual's information.

Covered Insurance ID	15122300
TIN	201503261
First Name	Jim
Middle Name	Kevin
Last Name	Higgins
Suffix	Jr.
Date of Birth	7/8/1956
Type	Policy Holder
Policy Start Date	2/15/2015
Policy End Date	2/29/2016
Covered User Defined Field 1	PN1222
Covered User Defined Field 2	UDF1212
Covered User Defined Field 3	
Covered User Defined Field 4	
Comments	
Solicitation Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Delete Covered Dependent?	<input type="checkbox"/>
Update Recipient Record for Policy Holder	<input checked="" type="checkbox"/>

- Change the necessary information displayed under the **Covered Individuals** section.

The **Covered Insurance ID** field is a ONESOURCE Tax Information Reporting internal ID used to identify a covered individual. It must be a unique number for each covered individual in your ONESOURCE Tax Information Reporting database.

For covered individuals that have a valid TIN, the **Solicitation Required** check boxes determine whether Xs print. Selecting **Yes** suppresses the Xs or the words, On File, and allows the recipient of the ACA SSN Solicitation Form to enter the covered individual's SSN in them. Selecting **No** prints Xs in the TIN boxes. The Xs are an indication to the recipient of the ACA SSN Solicitation Form that the TIN for the covered individual is already on file.



The **Solicitation Required** check boxes do not determine whether a covered individual is excluded from a health coverage return (such as Form 1095-B).

9. If you need to add a covered individual, click **New** to display the Add ACA Covered Individual Information. Enter the covered individual's information then click **Save** to add the covered individual and return to the ACA Covered Individual Information page.
10. Click **Save** to save your changes.

CREATING ACA TIN SOLICITATION PRINT PACKAGES

The **ACA TIN Solicitation Print** feature is included in the **Compliance** module. This feature allows you to include all covered individuals or only those covered individuals marked as requiring an ACA TIN Solicitation Print Package. You also have the option to create a draft print file so you can view a sample of the data.

ABOUT ACA TIN SOLICITATION PRINT PACKAGES

ACA TIN Solicitation Print Packages are comprised of an address page, a cover letter, an ACA SSN Solicitation Form, and a business reply envelope. A standard, custom or replacement option is available to you for the cover letter and the ACA SSN Solicitation Form. The standard cover letter and ACA SSN Solicitation Form are included in [ACA Cover Letters and ACA SSN Solicitation Forms for Initial Solicitations \(page 41\)](#).



If you use the standard option, you cannot alter the text or include a logo on the cover letter or ACA SSN Solicitation Form.

In general, the replacement and custom options allow you to include an optional black and white logo on the composed cover letter or ACA SSN Solicitation Form. Logos can be included anywhere on the composed cover letter or ACA SSN Solicitation Form except the lower right corner, which is reserved for printing a tracking barcode.

If you want to use the custom option, you will need to work with your Thomson Reuters Account Manager, Implementation Consultant or CES to provide a sample date to print on each ACA SSN Solicitation Form and to create a print profile for printing the ACA TIN Solicitation Print Package.



On the mailing sheet (the page shown in envelope windows that includes the recipient and payer return address), logos can print only in the top-right corner of the page.

If you want to include a logo, it must be submitted for digitization. ONESOURCE Tax Information Reporting prefers for you to submit a high-resolution (600 DPI) black and white *.WMF file. We will also accept high-resolution (600 DPI) *.BMP, *.JPG, *.PDF, or *.PNG files. When submitting your logo file to us, be sure to include the final, printed dimensions in inches.



ONESOURCE Tax Information Reporting does not support color or grayscale logos.

The Address Page

The address page is the first page of the ACA TIN Solicitation Print Package. It cannot be customized. The payer return address and the recipient address are printed on it.

The Cover Letter

The cover letter is second page of the ACA TIN Solicitation Print Package. The cover letter explains the reason for sending the ACA TIN Solicitation Print Package and the action the recipient is required to take to ensure compliance with the ACA reporting provisions.

ONESOURCE Tax Information Reporting offers three cover letter options: a standard, replacement or custom cover letter (detailed below). The standard or replacement cover letter is recommended for users who plan to print a small number of ACA TIN Solicitation Print Packages.

Regardless of the cover letter option you choose, you have the option to print only the information for missing TINs or to print the information for missing and existing TINs. If you chose to use the replacement or custom cover letter option, you should be aware that ONESOURCE Tax Information Reporting requires at least one month before the next scheduled release date to digitize the logo, compose the letter and receive your approval.

The cover letter options include:

- **Standard Cover Letter**-This option is for users who do not want to alter the text or include a logo. The standard cover letter is included in [ACA Cover Letters and ACA SSN Solicitation Forms for Initial Solicitations \(page 41\)](#). It is printed as shown.

If you want to alter the text of the cover letter or include a logo, you will need to choose the replacement cover letter or custom cover letter option.

- **Replacement Cover Letter**-This option is for users who want to alter the text of letter. The replacement cover letter option allows you to:
 - Include a black and white logo in the top, right corner of the letter.
 - Use your own text for the body of the letter, provided that the text does not exceed a page in length.
 - Use two variable data titles (**Subscriber/Member Number** and **Name of Responsible Individual**), which will print in fixed positions on the letter. When using variable data, the information must exist in the recipient record.
 - Include a digitized signature at the end of the letter.

See the sample replacement cover letter in [ACA Cover Letters and ACA SSN Solicitation Forms for Initial Solicitations \(page 41\)](#) to view what can and cannot be changed.

- **Custom Cover Letter**-This option is for users who want to use different data for different subscriber numbers or covered individuals. The custom cover letter option allows you to:
 - Include a black and white logo in the top, right corner of the letter.
 - Use your own text for the body of the letter. The letter can be up to two pages in length. Letters that are two pages in length are duplex printed.
 - Use your own information (provided that it exists in the recipient records) rather than the **Subscriber/Member Number** and **Name of Responsible Individual** variable data titles.
 - Include a digitized signature at the end of the letter. If you want to include a signature, you will need to submit a high-resolution (300 DPI or greater) *.JPG, *.EPS or *.TIF file. To produce a better image, signatures should be made using a rollerball pen.



If you want to use the Custom Cover Letter option, you are required to have separate pages for the cover letter and the ACA SSN Solicitation Form. The cover letter and the ACA SSN Solicitation Form cannot be combined to print on one page.

The ACA SSN Solicitation Form

The ACA SSN Solicitation Form prints after the cover letter in the ACA TIN Solicitation Print Package. If the recipient chooses to complete the form by hand rather than entering the information through your website, the recipient will place the form in the business reply envelope and mail it to the address specified on the envelope.

The ACA SSN Solicitation Form is similar to the cover letter in that you can choose whether you want to use a standard, replacement or custom form (detailed below). The standard or replacement ACA SSN Solicitation Form is recommended for users who plan to print a small number of ACA TIN Solicitation Print Packages.

Regardless of the ACA SSN Solicitation Form you choose, you have the option to print only the information for missing TINs or to print the information for missing and existing TINs. When you print information for missing and existing TINs, a X prints in each SSN box on the ACA SSN Solicitation Form for existing valid TINs while the SSN boxes for missing or bad TINs are empty so that the recipient can fill in the required SSN(s).



If you use the replacement or custom ACA SSN Solicitation Form, ONESOURCE Tax Information Reporting requires at least one month before the next scheduled release date to the digitize logo, compose the form and receive your approval.

The ACA SSN Solicitation Forms you can choose from include:

- **Standard ACA SSN Solicitation Form**-This option is for users who do not want to alter the text or add a logo. The form is included in [ACA Cover Letters and ACA SSN Solicitation Forms for Initial Solicitations \(page 41\)](#). It is printed as shown. Forms that are more than one page are duplex printed, and the covered individual information flows to the next page.
- **Replacement ACA SSN Solicitation Form**-This option is for users who want to customize the text (but not the placement of the variable data) on the standard ACA SSN Solicitation Form. You should use the Replacement ACA SSN Solicitation Form if, for example, you want to change the header of the **Member ID** column to **Subscriber ID** but you do not want to change where the columns print on the page.



The variable data must be printed in the same positions as that of the Standard ACA SSN Solicitation Form. There are no exceptions to this requirement.

If you choose to use the Replacement ACA SSN Solicitation Form, you can:

- Include a logo in the top, right corner of the form.
- Replace the text and column headers printed on the form as long as your text fits into the same space on the Standard ACA Solicitation Form.

See the sample Replacement ACA SSN Solicitation Form in [ACA Cover Letters and ACA SSN Solicitation Forms for Initial Solicitations \(page 41\)](#) to view what can and cannot be changed.

- **Custom ACA SSN Solicitation Form**-This option is for users who want to print different covered individual data in different positions on the form. If you want to use the Custom ACA SSN Solicitation Form, you can:
 - Include a logo in the top, right corner of the form.
 - Remove the **Date of birth** column from the form.
 - Use different covered individual data, and print that data in different positions on the forms using custom text for the column headings.

The Business Reply Envelope

The business reply envelope is included in the ACA TIN Solicitation Print Package for recipients who want to complete the form by hand rather than by logging in to your website to enter the information. The business reply envelope is printed with the return mailing address and comes with the option to prepay the postage.

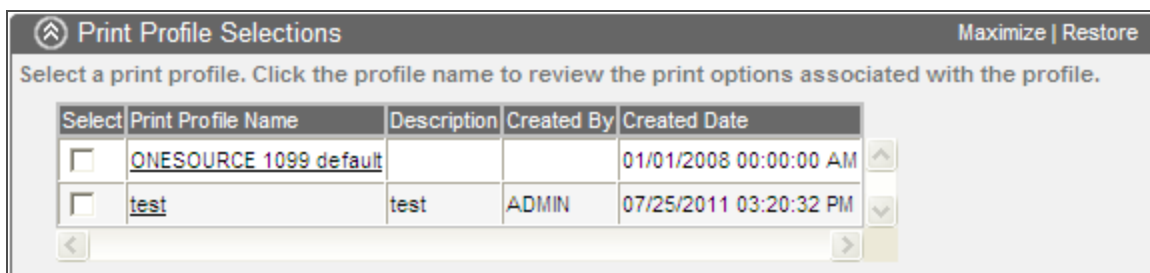
SUBMITTING A COMPLIANCE PRINT BATCH JOB TO CREATE ACA TIN SOLICITATION PRINT PACKAGES

Before you submit a Compliance print batch job to create ACA Solicitation Print Packages, be aware of the following:

- An ACA SSN Solicitation Form for a family includes all of the covered individuals in the family regardless of whether the SSNs are valid or invalid.
- On the ACA SSN Solicitation Form, a X will print in each of the nine TIN boxes for a covered individual with a valid TIN. If you use the ONESOURCE Tax Information Reporting Scan and Key service, the words, On File, print in the TIN boxes. You can suppress the printing of the Xs or the words, On File, for a covered individual with a valid TIN by selecting **Yes** for **Solicitation Required** on the Covered Individuals page.
- Policies are excluded from ACA TIN Solicitation Print Packages when all of the covered individuals listed on the policy have a valid TIN. If you want to include a policy in an ACA Solicitation Print Package, select **Yes** for **Solicitation Required** on the Covered Individual page for at least one of the covered individual records.

To submit a compliance print batch job to create ACA TIN Solicitation Print Packages:

1. Click the **Compliance** module.
2. Click **ACA TIN Solicitation Print** from the side menu.
3. Under the **Print Profile Selections** section, select the print profile that includes your ACA TIN Solicitation Print Package settings.



4. Under the **Periodic Solicitations** section, choose which covered individuals will be included in the print job.
 - Select **All Covered Individuals (Include individuals with missing TIN, and where the Solicitation Required Indicator is checked.)** to include the current information for all covered

individuals, including those individuals that have a valid TIN when the **Solicitation Required** check box is selected.


When this option is selected, the **Solicitation Required** selection on the Covered Individuals page is evaluated. A X does not print in each of the TIN boxes on the ACA SSN Solicitation Form when **Yes** for **Solicitation Required** is selected and the TIN is valid. A family that has valid TINs for each of its covered individuals is not included in an ACA TIN Solicitation Print Package unless **Yes** for **Solicitation Required** is selected for at least one of the family's covered individuals.

For missing or bad TINs, the **Solicitation Required** selection is ignored and, when the ACA SSN Solicitation Form prints, the SSN boxes will be empty so that the recipient can fill-in the required SSN (s).


- Select **Covered Individuals with missing or invalid TINs** to include only those policies where any individual has a missing or bad TIN in the print job.

This option differs from the **All Covered Individuals (Include individuals with missing TIN, and where the Solicitation Required Indicator is checked.)** option in that the **All Covered Individuals (Include individuals with missing TIN, and where the Solicitation Required Indicator is checked.)** option can include covered individuals with valid TINs when **Yes** for **Solicitation Required** is selected. When the **Covered Individuals with missing or invalid TINs** option is selected, only those individuals that have a missing or invalid TIN are included. Families that have no covered individuals with invalid TINs are not included even though **Yes** for **Solicitation Required** is selected.


The tables below summarize when the John Doe, J. Q. Public, and Luke Johnson families are included in an ACA TIN Solicitation Print Package. For the John Doe family:

COVERED INDIVIDUALS	TINS	TIN VALID?	SOLICITATION REQUIRED SELECTION	FAMILY INCLUDED WHEN ALL COVERED INDIVIDUALS ... PRINT OPTION SELECTED?	FAMILY INCLUDED WHEN COVERED INDIVIDUALS WITH MISSING OR INVALID TINS PRINT OPTION SELECTED?
John Doe	854123541	Yes	No		
Jane Doe	854123542	Yes	No		
Julian Doe	854123543	Yes	No		
Jamal Doe	854123544	Yes	No		
				No	No
 <p>The John Doe family is excluded when either print option is selected because each family member has a valid TIN and Solicitation Required is set to No for each member.</p>					

For the J. Q. Public family:

COVERED INDIVIDUALS	TINS	TIN VALID?	SOLICITATION REQUIRED SELECTION	FAMILY INCLUDED WHEN ALL COVERED INDIVIDUALS ... PRINT OPTION SELECTED?	FAMILY INCLUDED WHEN COVERED INDIVIDUALS WITH MISSING OR INVALID TINS PRINT OPTION SELECTED?
J Q Public	154	No	Since at least one family member has an invalid TIN, the family is included regardless of the Solicitation Required selection.		
Missy Public		No			
Kim Public	512422123	Yes	Yes (Xs do not print on Form)		
				Yes	Yes
	Even though Kim has a valid TIN, the Xs do not print in her TIN boxes on the ACA SSN Solicitation Form because Solicitation Required is set to Yes for her.				

For the Luke Johnson family:

COVERED INDIVIDUALS	TINS	TIN VALID?	SOLICITATION REQUIRED SELECTION	FAMILY INCLUDED WHEN ALL COVERED INDIVIDUALS ... PRINT OPTION SELECTED?	FAMILY INCLUDED WHEN COVERED INDIVIDUALS WITH MISSING OR INVALID TINS PRINT OPTION SELECTED?
Luke Johnson	741258981	Yes	No (Xs print on Form)		
Sue Johnson	741258982	Yes	Yes (Xs do not print on Form)		
Beatrice Johnson	741258983	Yes	No (Xs print on Form)		
				Yes	No
 <p>Even though each family member has a valid TIN, the Luke Johnson family is included when the All Covered Individuals ... print option is selected. This is because Solicitation Required is set to Yes for Sue Johnson. On the ACA SSN Solicitation Form, the Xs do not print in Sue's TIN boxes but they print for Luke's and Beatrice's TIN boxes.</p>					

5. Select the **Exclude Policies that have expired on or before** check box to exclude from the print job those covered individuals whose policy expired on the date selected.



This option checks the policy expiration date for the policy holder's health coverage form. Covered individuals are not excluded if the policy holder does not have an existing health coverage form and/or the covered individuals do not have date details.

This option excludes those covered individuals (including the policy holder) where the policy expiration date is on or after the date you enter in the associated field. The policy expiration date includes:

- A date that does not exist in the policy holder's **Policy End Date** field on the Update ACA Covered Individual Information page.

- A date, entered in the policy holder's **Policy End Date** field on the Update ACA Covered Individual Information page, that occurs after the date you enter in the associated field.
- A recipient (policy holder) record that is marked as deleted.



All individuals covered under the policy are included in the ACA TIN Solicitation Print Package when the policy holder TIN is present but at least one covered individual is missing a TIN.

Periodic Solicitations

Choose from:

All Covered Individuals (Include individuals with missing TIN, and where the Solicitation Required Indicator is checked.)

Covered Individuals with missing or invalid TINs

Exclude Policies that have Expired on or before:

Select additional options below:

form for selected tax year:

In recipient security group: Remove

With Specified User Defined Fields = OR OR

Added since: or in last: days.

With no TIN solicitation since: or in last: days.

Never been printed

Printed and Bad Response or No Response by Due Date

Generate count before submitting.

6. If you want to limit the number of covered individuals included in the print job, select any of the following check boxes:

- **form for selected tax year**-Includes covered individuals where the policy holder has a form for a specific tax year.
- **In recipient security group**-Includes covered individuals in the given security group(s).
- **With Specified User Defined Fields**-Includes covered individuals where the policy holder has certain values in the **Recipient User Defined** fields.
- **Added since or in the last days**-Includes covered individuals that have were added within a specific date range or set of days. The date range starts at 12:00 A.M. on the beginning date and ends at 12:00 A.M. on the end date.
- **With no TIN solicitation since or in the last days**-Includes covered individuals that have not been solicited within a specific date range or set of days.

- **Exclude solicitation sent to recipients, if solicitation letters has been sent more than a specified number of times**-Includes covered individuals that have been sent solicitation letters less than the specified number of times.
- **Never been printed**-Includes covered individuals that have never been solicited.
- **Printed and Bad Response or No Response by Due Date**-Includes covered individuals who have been solicited but provided invalid information on their response or did not respond by the due date.



You can use any combination of these filters to customize the ACA TIN Solicitation Print to your needs.

7. Select the **Generate count before submitting** check box if you need to determine how many forms will be included in the ACA TIN Solicitation Print job based on the criteria you selected. If you select this check box, a message displays after you click **Submit**. The message indicates the number of ACA TIN solicitations and asks whether you want to continue printing.
8. Select your printing options under the **Printing Options** section. Printing options include:
 - **Draft print only forms**-Creates a draft print file to view a sample of the data.
 - **Prepare Print File(s) (PDF) to print at my local printer**-Creates a PDF file.
 - **Print and Ship to via by ONESOURCE 1099**-Prints the ACA TIN Solicitation Print Packages using the ONESOURCE Tax Information Reporting Print Services. The packages are shipped to the location you select from the first drop-down list using the shipping method you select from the second drop-down list.
 - **Print and Distribute to Recipients by OneSource1099**-Prints the ACA TIN Solicitation Print Packages using the ONESOURCE Tax Information Reporting Print Services. The packages are shipped to the corresponding covered individuals using the ONESOURCE Tax Information Reporting Print Services. If you select this option, you can select the **Hold all print jobs to print vendor until review** check box to review the compliance print job before releasing it to the vendor for printing.
9. If you want to change the response due date, enter the date in the **Response Due Date** field under the **Other Options** section. The date displayed in this field is the default response date. ONESOURCE Tax Information Reporting calculates the default response date as 30 days from the current date.
10. If you want, enter a description in the **File Description (max 50 characters)** field. Entering a description can be helpful in identifying the file on the Compliance Job Status page.
11. Click **Submit**. A message displays stating the number of days until the response is due.



If you selected the **Generate count before submitting** check box, a message indicating the number of ACA TIN solicitations displays. Select **Yes** to continue printing, or select **No** to cancel printing.

12. Select **Yes** if the number of days is correct. After the batch completes, you can access the Compliance Job Status page to review the print file.



If the number of days is incorrect, select **No**, change the date in the **Response Due Date** field then click **Submit**.

RUNNING, EXPORTING AND DOWNLOADING ACA TIN SOLICITATION VIEWS AND REPORTS


ONESOURCE Tax Information Reporting includes the following standard views and reports for ACA TIN solicitation purposes:

- **ACA TIN Solicitation-All Covered Individuals**-Provides a list of all ACA covered individuals. The insurance ID and the ACA Covered TIN are provided alongside the covered individual name and date of birth.
- **ACA TIN Solicitation-Count of Forms with Missing Info**-Provides a list of forms with missing information after TIN solicitation. Payer Code, EIN and name are included in the report. Form count is also provided.
- **ACA TIN Solicitation-Forms Linked to Recipients Eligible for a TIN Solicitation**-Provides a list of forms that are linked to recipients that are eligible for a TIN solicitation. This view can be customized to add other recipient, notice and compliance event fields.
- **ACA TIN Solicitation-Updated Covered Individuals**-Provides a list of ACA covered individuals whose TIN has been updated. The customer ID and the ACA Covered TIN are provided alongside the covered individual name and date of birth.
- **ACA Images Scanned by Vendor**-Provides a list of ACA covered individuals whose response has been received and scanned by the vendor. The scanned date, insurance ID and the ACA Covered TIN are provided alongside the covered individual name and security group.
- **ACA Processing Error Report**-Provides a list of ACA covered individuals whose response has been received and scanned by the vendor but an error occurred during the processing. The error description, partial TIN, received date, batch id, and recipient ID are provided alongside the covered individual name and address.
- **ACA TIN Solicitation Print History**-Provides a list of covered individuals whose ACA TIN solicitation was printed. Includes the recipient ID, policy holder insurance ID, covered insurance ID, print date, current bad TIN indicator, and compliance ID of the ACA TIN solicitation. Families who are solicited more than once are included multiple times in the report.

You can find these standard views and reports under the **Compliance Views** section on the Main Views & Reports page. They can be run for viewing online in ONESOURCE Tax Information Reporting, or you can export and download them as a report to use for updating the data in your source systems.

RUNNING AN ACA TIN SOLICITATION VIEW

To run an ACA TIN Solicitation view for viewing online in ONESOURCE Tax Information Reporting:

1. Click the **Views & Reports** module.
2. Click the **Compliance Views** section to open it.
3. Click  for the ACA TIN Solicitation report you want to run. The Views page displays the details of the report. The following graphic shows the details of the **ACA TIN Solicitation-Covered Information** report:

Main eViews >> Views >> ← Back

ACA TIN Solicitation - Covered Information

Find

Ask


9 rows Page 1 of 1 | Jump to Page: 1

ACA Covered Covered ID	ACA Covered Insurance ID	association group name	ACA Covered TIN	ACA Covered First Name	ACA Covered Middle Name	ACA Covered Last Name	ACA Covered Suffix	ACA Covered Date of Birth	Receipt OS
82	15122300	UDF1212	201576310	Jim	Kevin	Higgins	Jr.	07/15/1959 00:00:00 AM	PN1222
83	15122301	UDF1212	201501012	Mary		Higgins		09/10/1962 00:00:00 AM	PN1222
85	15122303	UDF1212	201501014	John		Higgins		05/26/1977 00:00:00 AM	PN1222
87	15122305	UDF1212	201501016	Billy		Higgins		12/14/2001 00:00:00 AM	PN1222
89	15122307	UDF1212	201501018	Joanna		Higgins		09/17/2000 00:00:00 AM	PN1222
90	15122308	UDF1212	201501019	Miley		Higgins		05/16/1999 00:00:00 AM	PN1222
91	85522123	UD12344	201501020	Mango		Lett			PN1500
92	356789142	UD12344	201501021	Apple		Lett			PN1500
93	356789143	UD12344	201501022	Orange		Lett			PN1500

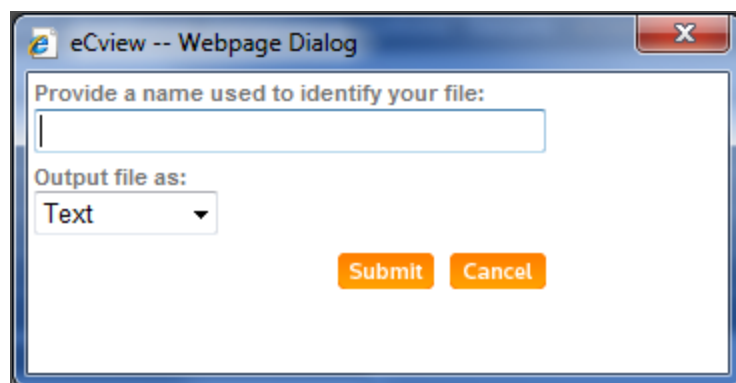
EXPORTING AN ACA TIN SOLICITATION VIEW AS A REPORT

To export an ACA TIN Solicitation view as a report:

1. Complete one of the following:

- From the **Compliance Views** section on the Main Views & Reports page, click  for the ACA TIN Solicitation view or report you want to export.
- From the Views page, click **Export**.

The Views & Reports-Webpage Dialog page displays.



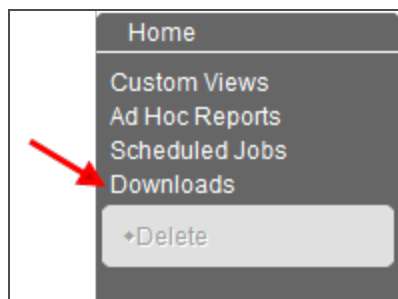
2. Enter the file name of the report in the **Provide a name used to identify your file** field.
3. Select the format of the report from the **Output file as** drop-down list.
 - Select **Text** to export the report as a pipe-delimited text file.
 - Select **Excel 97** to export the report in the Microsoft® Excel® 97 file format.
 - Select **Excel 2007** to export the report in the Microsoft Excel 2007 file format.
4. Click **Submit**.
5. Click OK when the message asking you to select the Downloads option from the side menu displays.

The report is now available for download from the Files Available for Download page.

DOWNLOADING AN ACA TIN SOLICITATION REPORT

To download an ACA TIN Solicitation report:

1. Select **Downloads** from the side menu of the **Views & Reports** module.



The Files Available For Download page displays.



Main eViews >> Files Available For Download >> Back

Files Available for Download Maximize | Restore

Type your Begin Date: 4/5/2015 End Date: 4/10/2015 Display

	Secure FTP	Batch ID	Category	Defined Name	Started	Ended	Status	Type	Total Records	File Size	Created
1	<input checked="" type="checkbox"/>	25958	Compliance	ACA TIN Solicitation Co	04/10/2015 01:46:06 PM	04/10/2015 01:46:06 PM	Batch Complete	Standard	9	770	04/10/2015 01:46:06 PM

If you want to display more or fewer files on the Files Available for Download page, you can change the date range by entering new begin and end dates in the **Type your Begin Date** and **End Date** fields then clicking **Display**.

2. Complete one of the following in the grid under the **Files Available for Download** section:
 - Click the **Defined Name** link to begin downloading the file.
 - If you use the Auto Transfer feature and you want to transfer an encrypted version of the file to your **Outbound** folder, select the **Secure FTP** check box then click **Submit**. ONESOURCE Tax Information Reporting transfers the file to your **Outbound** folder.
3. You can now view the downloaded file by navigating to where the downloaded file was transferred to.

USING THE ACA NAME/TIN ERROR ASSIST SERVICE

The ACA Name/TIN Error Assist service is a post-filing TIN solicitation process that creates solicitation packages for those forms that received a form filing error, such as the AIRTN500 (Name/TIN mismatch) error, from the IRS. The solicitation packages include:

- A standard cover letter to inform policy holders of the reason for the solicitation and the action they need to take.
- An AIRTN500 solicitation document, which is a form for policy holders to complete and return.

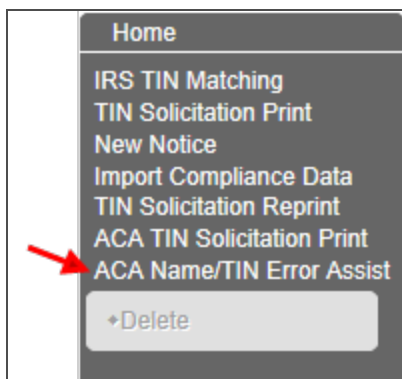


The ACA Name/TIN Error Assist service is an add-on service for customers who sign up for it. Contact your Thomson Reuters Account Manager, Implementation Consultant or Client Engagement Specialist (CES) if you do not currently use the ACA Name/TIN Error Assist service but want to.

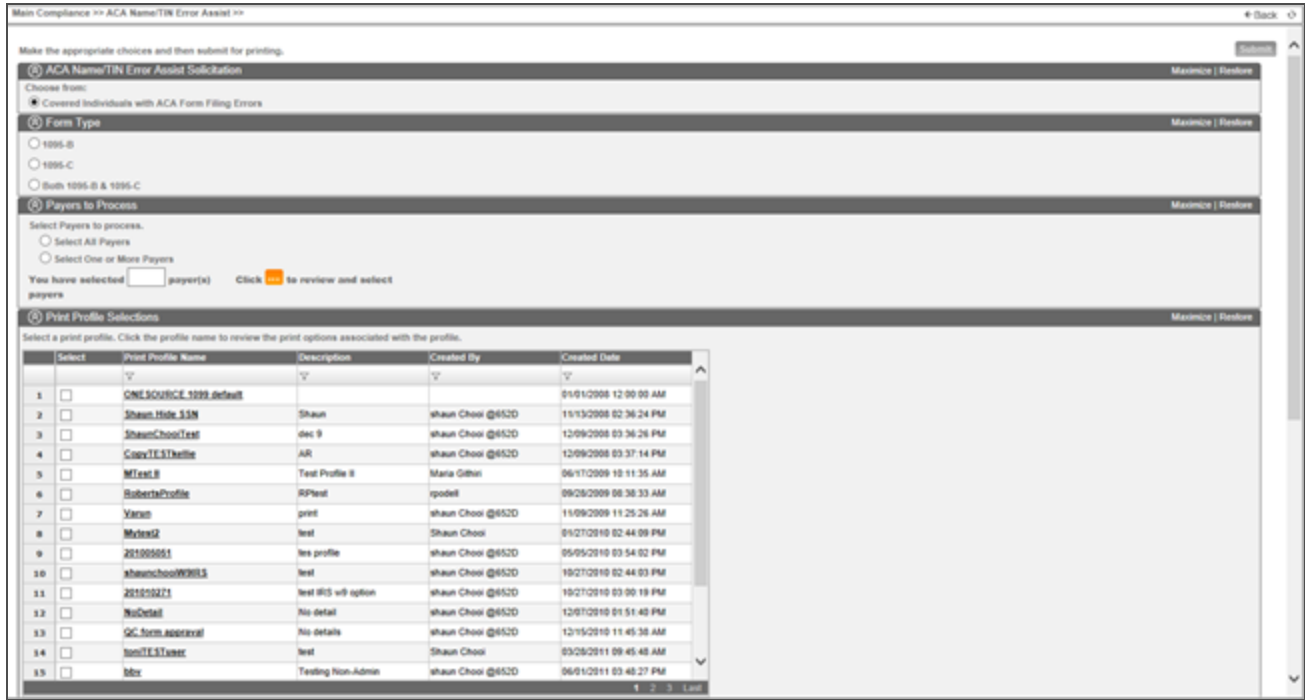
CREATING SOLICITATION PACKAGES FOR FORMS THAT RECEIVED A FORM FILING ERROR

To use the ACA Name/TIN Error Assist service to create solicitation packages for forms that received a form filing error:

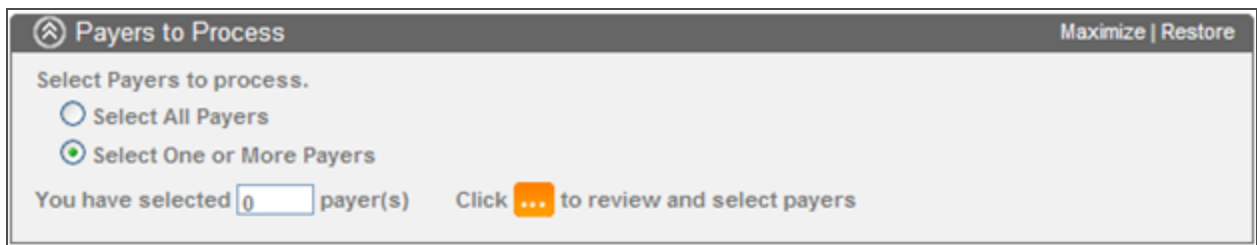
1. Click the **Compliance** module.
2. Select **ACA Name/TIN Error Assist** from the Side Menu.



The ACA Name/TIN Error Assist page displays.

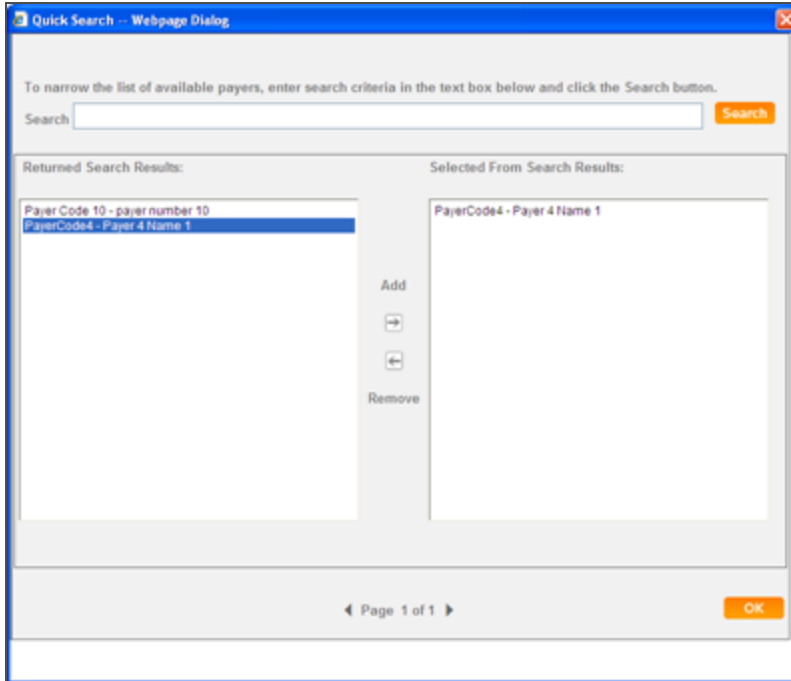


- Under the **Form Type** section, select the forms you want to create the solicitation package for. You can select **1095-B**, **1095-C** or **Both 1095-B & 1095-C**.
- Under the **Payers to Process** section, select the payers to include in the extension file.



- Select All Payers**-Includes all payers in the extension file.
- Select One or More Payers**-Indicates that you want to choose the individual payers to include in the extension file. To choose individual payers:

- a. Click  to display the Quick Search-Webpage Dialog page.



- b. Choose a payer by selecting the payer from the **Returned Search Results** box. You can choose as many payers as is necessary.
- c. Click the right arrow to move the payer to the **Selected From Search Results** box.



If you want to remove a payer you chose, select the payer in the **Selected From Search Results** box then click the left arrow to move the payer back to the **Returned Search Results** box.

- d. Click OK to return to the ACA Name/TIN Error Assist page. The number of payers displayed in the **You have selected payer(s)** field is updated to reflect the number of payers you chose.
5. Under the **Print Profile Selections** section, select the print profile that includes the print settings for your solicitation package.

Periodic Solicitations

Select additional options below:

- In recipient security group: Remove
- With Specified User Defined Fields Recipient User Defined 1 ▼ = OR OR
- AIRTN500 Errors Added since: or in last: days.
- With no AIRTN500 correction solicitation since: or in last: days.
- Exclude ACA Name/TIN Error Assist solicitation sent to recipients, if solicitation letters has been sent more than a specified number of times:
- Never printed (ACA Name/TIN Error Assist solicitation packages were never sent)
- ACA Name/TIN Error Assist Solicitation previously printed but with no responses. (This option excludes solicitations that were printed but not delivered)
- Generate count before submitting.


6. If you want to limit the number of covered individuals included in the print job, select any of the following check boxes:

- **In recipient security group**-Includes covered individuals in the security group(s) you select.
- **With Specified User Defined Fields**-Includes covered individuals where the policy holder has certain values in the Recipient User Defined fields.
- **AIRTN500 Errors Added since or in the last days**-Includes covered individuals that were added within a specific date range or set of days. The date range starts at 12:00 AM on the beginning date and ends at 12:00 AM on the end date.
- **With no AIRTN500 solicitation since or in the last days**-Includes covered individuals that have not been solicited within a specific date range or set of days.
- **Exclude ACA Name/TIN Error Assist solicitation sent to recipients, if solicitation letters has been sent more than a specified number of times**-Excludes covered individuals from the print job if the recipient was sent solicitation packages more than the number of times you enter in the associated field.
- **Never been printed**-Includes covered individuals that have never been sent a solicitation package that was printed using the ACA Name/TIN Error Assist service.



You can use any combination of these filters to customize the solicitation package print to your needs.

7. Select the **Generate count before submitting** check box if you need to determine how many forms will be included in the solicitation package print job based on the criteria you selected. If you select this check box, a message displays after you click **Submit**. The message indicates the number of solicitations and asks whether you want to continue printing.
8. Select your printing options under the **Printing Options** section. Printing options include:
 - **Draft print only forms**-Creates a draft print file to view a sample of the data.
 - **Prepare Print File(s) (PDF) to print at my local printer**-Creates a PDF file.
 - **Print and Ship to via by ONESOURCE 1099**-Prints the solicitation packages using the ONESOURCE Tax Information Reporting Print Services. The packages are shipped to the location you select from the first drop-down list using the shipping method you select from the second drop-down list.
 - **Print and Distribute to Recipients by OneSource1099**-Prints and ships the solicitation packages using the ONESOURCE Tax Information Reporting Print Services. The packages are shipped to the corresponding covered individuals using the ONESOURCE Tax Information Reporting Print Services. If you select this option, you can select the **Hold all print jobs to print vendor until review** check box to review the compliance print job before releasing it to the vendor for printing.
9. Select whether you want to print a standard solicitation letter that includes the URL or that excludes the URL.
 - **Letter without URL**-Creates a solicitation letter without the URL.
 - **Letter with URL**-Creates a solicitation letter that includes the URL.
10. If you want to change the response due date, enter the date in the **Response Due Date** field under the **Other Options** section. The date displayed in this field is the default response date.



 ONESOURCE Tax Information Reporting calculates the default response date as 30 days from the current date.
11. If you want, enter a description in the **File Description (max 50 characters)** field. Entering a description can be helpful in identifying the file on the Compliance Job Status page.
12. Click **Submit**. A message displays stating the number of days until the response is due.



If you selected the **Generate count before submitting** check box, a message indicating the number of solicitations displays. Select **Yes** to continue printing, or select **No** to cancel printing.

13. Select **Yes** if the number of days is correct. After the batch completes, you can access the Compliance Job Status page to review the print file.




If the number of days is incorrect, select **No**, change the date in the **Response Due Date** field then click **Submit**.



RUNNING, EXPORTING AND DOWNLOADING ACA NAME/TIN ERROR ASSIST VIEWS AND REPORTS

ONESOURCE Tax Information Reporting includes the **Forms included in the ACA Name/TIN Error Assist Process** standard view, which provides a list of all the forms that have the AIRTN500 error. The ACA Covered Detail Key ID (or tracking number), recipient and Customer ID are also included for each form listed in the view.

The **Forms included in the ACA Name/TIN Error Assist Process** view is under the **Compliance Views** section on the Main Views & Reports page. You can:

1. Run the view to view the details online in ONESOURCE Tax Information Reporting. To run the view, click  for the view. The following graphic shows the details of the **Forms included in the ACA Name/TIN Error Assist Process** view:

Compliance ID	Create Dt Tm	Print Batch ID	ACA Covered Detail Key ID	RecipientID	Recipient First Name	Recipient Middle Name	Recipient Name 1 Or Last Name	Recipient Name Suffix	Recipient TIN	CustomerID	Group
10000000001046	07/25/2016 10:15:03 AM	350000000006611	298	1101	Keith	Ken	Jackson		654684651	ID5979358	Group1
10000000001050	07/26/2016 08:46:01 AM	350000000006619	136	1111	Jacob	Luke	Brown		635494096	5151	Group1
10000000001050	07/26/2016 08:46:01 AM	350000000006619	342	1111	Jacob	Luke	Brown		635494096	5151	Group1
10000000001050	07/26/2016 08:46:01 AM	350000000006619	378	1111	Jacob	Luke	Brown		635494096	5151	Group1

2. Customize the view to include covered individual information. To begin customizing the view, click  for the view.
3. Export the view as a report then download it as a file to use for updating data in your source systems. To begin the export process, click  for the view. After the report is available for download, select **Downloads** from the side menu. You can click the **Defined Name** link or, if you use the Auto Transfer feature, you can transfer an encrypted version of the file to your **Outbound** folder by selecting the **Secure FTP** check box then clicking **Submit**.

ACA COVER LETTERS AND ACA SSN SOLICITATION FORMS FOR INITIAL SOLICITATIONS

STANDARD ACA COVER LETTER

10/15/2015 (This is the ONESOURCE Tax Information Reporting print date)

**XYZ INSURANCE COMPANY
REQUEST FOR TAX IDENTIFICATION NUMBERS**

Subscriber/Member Number: 5252125-01
Name of Responsible Individual: John Doe

Beginning in 2015, the Affordable Care Act requires us to provide information about your health insurance coverage to the Internal Revenue Service (IRS) using your Tax Identification Number (TIN) and the TINs of those individuals covered by your policy. An individual's TIN is his or her social security number (SSN) or in some cases it is an Individual Taxpayer Identification Number (ITIN). This information will be reported on Form 1095. Our records indicate that we do not have TINs for one or more of the individuals covered under your policy. Those individuals are listed on the enclosed form.

Providing accurate information will help you get credit for the insurance you have and help you avoid the penalty for not having coverage. You may be subject to a \$50 penalty imposed by the Internal Revenue Service if you fail to furnish the TINs.

Please complete the enclosed form and return in the envelope provided to the address listed by **MM/DD/YYYY**.

If you have any questions, please call the number listed on your member ID card. For your privacy and protection, customer service representatives will not be able to collect your TINs over the phone.

STANDARD ACA SSN SOLICITATION FORM

652D-71800



AFFORDABLE CARE ACT (ACA) REQUEST FOR SOCIAL SECURITY NUMBERS (SSN) AND INDIVIDUAL TAXPAYER IDENTIFICATION NUMBERS (ITIN)

Member ID	Name	Date of Birth	SSN (Enter 1 digit per box. Member's SSN is already on file if pre-printed with Xs)
B456789	JANE MICHELE RUSSELL	10/10/1981	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
B456789-1	JOE CONOR RUSSELL	11/11/2011	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

By signing the form you agree that the information provided is correct to the best of your knowledge, that you are authorized to fill out this form.

Name of person completing this form
Please return this form in the enclosed envelope to:
MY COMPANY
C/O ACAS FORM PROCESSING CENTER
VENDOR ADDRESS 1
P.O. BOX 29176
HOT SPRINGS, AR 71903

Signature _____ Date _____

652D-71800



CT204419.000

SAMPLE REPLACEMENT COVER LETTER

Editor: Red font data are variable data and will be printed at the exact positions on the page. Blue font content is provided by the users and may not contain variable data. Logo can be printed at the top right corner. Title in black cannot be altered

10/15/2015

XYZ INSURANCE COMPANY

REQUEST FOR TAX IDENTIFICATION NUMBERS

Subscriber/Member Number: 5252125-01

Name of Responsible Individual: John Doe

Beginning in 2015, the Affordable Care Act requires us to provide information about your health insurance coverage to the Internal Revenue Service (IRS) using your Tax Identification Number (TIN) and the TINs of those individuals covered by your policy. An individual's TIN is his or her social security number (SSN) or in some cases it is an Individual Taxpayer Identification Number (ITIN). This information will be reported on Form 1095. Our records indicate that we do not have TINs for one or more of the individuals covered under your policy. Those individuals are listed on the enclosed form.

Providing accurate information will help you get credit for the insurance you have and help you avoid the penalty for not having coverage. You may be subject to a \$50 penalty imposed by the Internal Revenue Service if you fail to furnish the TINs.

Please complete the enclosed form and return in the envelope provided to the address listed by **12/01/2015**.

If you have any questions, please call the number listed on your member ID card. For your privacy and protection, customer service representatives will not be able to collect your TINs over the phone.

SSN SOLICITATION FILE FORMAT FIELD DEFINITIONS


FILE FORMAT

- The information is provided in a flat file format.
- Fields are pipe delimited.
- Dates should be in YYYYMMDD format.
- Do not provide information in fields that are designated as Reserved.

USER OR CLIENT IMPORT FILE FIELD DEFINITION


FIELD NUMBER	FIELD (PIPE DELIMITED)	FIELD LENGTH	FIELD TYPE	DESCRIPTION
1	Reserved			Leave blank.
2	Reserved			Leave blank.
3	Policy Holder first name	15	Alphanumeric	Optional.
4	Policy Holder second name	15	Alphanumeric	Optional.
5	Policy Holder last name	40	Alphanumeric	Required.
6	Policy Holder SSN	11	Alphanumeric	Optional. Enter nine-digit SSN or ITIN, if available.
7	User Defined Field 1	40	Alphanumeric	Enter information related to the primary policy holder.
8	Policy Holder Date of Birth	10		Optional.

FIELD NUMBER	FIELD (PIPE DELIMITED)	FIELD LENGTH	FIELD TYPE	DESCRIPTION
9	User Defined Field 2	40	Alphanumeric	Enter information related to the primary policy holder.
10	Policy Holder insurance ID / card number	30	Alphanumeric	Required. Key field. This ID must be unique for the individual. This ID will be set as the customer ID for the policy holder. Dashes and asterisks are allowed. The ID cannot have space between numbers or characters. For example, 109AB-01 is acceptable. 109AB 01 is not.
11	Policy Holder security group	30	Alphanumeric	Optional. If not provided, the default will be the default group set up in the Security module.
12	Policy Holder address 1	40	Alphanumeric	Required.
13	Policy Holder address 2	40	Alphanumeric	Optional.
14	Policy Holder address 3	40	Alphanumeric	Optional.
15	Policy Holder address city	40	Alphanumeric	Required.
16	Policy Holder address state	2		Required. For a US address, provide the standard two-character state abbreviation. For Canadian addresses, provide the standard two-character Canada province abbreviation.

FIELD NUMBER	FIELD (PIPE DELIMITED)	FIELD LENGTH	FIELD TYPE	DESCRIPTION
17	Policy Holder address zip	15		Required, if US address. Do not provide foreign zip codes in this field. Use Policy Holder address 3 or foreign state fields for a foreign zip code.
18	Policy Holder address Foreign country	2		Optional. Provide the two-character country ID in this field. Country abbreviations can be found in the current tax year Mapping Specifications guide for ONESOURCE Tax Information Reporting.
19	Policy Holder address foreign State	40	Alphanumeric	Optional. Do not provide Canadian provinces in this field.
20	Policy Holder taxable state	2		Optional. If not provided, the default will be the address state.
21	Covered Individual Type	1		Required. Valid values include: 0 = Dependents 1 = Policy Holder Fields 21 to 34 are covered individual information.  The policy holder and the dependent information must be included in field 21 to 34.
22	Covered Individual first name	15	Alphanumeric	Optional. If the policy holder is the only covered individual, the policy holder's information should be provided in this field.

FIELD NUMBER	FIELD (PIPE DELIMITED)	FIELD LENGTH	FIELD TYPE	DESCRIPTION
23	Covered Individual second name	15	Alphanumeric	Optional. If the policy holder is the only covered individual, the policy holder's information should be provided in this field.
24	Covered Individual last name	40	Alphanumeric	Required. If the policy holder is the only covered individual, the policy holder's information should be provided in this field.
25	Covered Individual SSN	11		Optional. If the policy holder is the only covered individual, the policy holder's SSN or ITIN (if present) should be provided in this field.
26	Covered Individual Suffix	4		Optional. If the policy holder is the only covered individual, the policy holder's suffix (if present) should be provided in this field.
27	Covered Individual Date of Birth	10		Optional.
28	Covered Individual Insurance ID /card number	30	Alphanumeric	Required. This ID must be unique for this individual. If the policy holder is the only covered individual, the policy holder's information should be provided in this field. The ID cannot have space between numbers or characters. For example, 109AB-01 is acceptable. 109AB 01 is not.
29	Reserved			Leave blank.
30	Reserved			Leave blank.


FIELD NUMBER	FIELD (PIPE DELIMITED)	FIELD LENGTH	FIELD TYPE	DESCRIPTION
31	Reserved			Leave blank.
32	Covered Individual policy start date	10		Optional. Enter the Policy Holder's policy start date if the record is for the Policy Holder. Enter the Covered Individual policy start date if the policy is for the Covered Individual.
33	Covered Individual policy end date	10		Optional. Enter the Policy Holder's policy end date if the record is for the Policy Holder. Enter the covered individual's policy end date if the policy is for the covered individual. When submitting a compliance print job to create ACA TIN Solicitation Print Packages, the policy end date can be used to exclude covered individuals for a family.
34	Covered Individual Status	1		Indicates if a previously provided covered individual was removed from the policy. Valid values include: 0 = Default value (Active or blank) 2 = Remove (mark as deleted) this record If the Policy Holder record is marked as deleted, all covered individuals are set as deleted. Setting a Covered Individual record as 2 marks the covered individual as no longer associated with the policy holder.
35	User Defined Field 3	40	Alphanumeric	Enter information related to the primary policy holder.
36	Covered User Defined 1	40	Alphanumeric	Optional. Enter information related to the covered individuals.

FIELD NUMBER	FIELD (PIPE DELIMITED)	FIELD LENGTH	FIELD TYPE	DESCRIPTION
37	Covered User Defined 2	40	Alphanumeric	Optional. Enter any information related to the covered individuals.
38	Covered User Defined 3	40	Alphanumeric	Optional. Enter information related to the covered individuals.
39	Covered User Defined 4	40	Alphanumeric	Optional. Enter information related to the covered individuals.
40	Comments	256		Optional.
41	Solicitation Required indicator	1		Optional. A X prints in each SSN box on the printed ACA SSN Solicitation Form if the covered individual's SSN is valid (meaning, it has nine digits and is not marked as BAD TIN). If you need to solicit the covered individual's SSN, set this indicator to 1. When the ACA SSN Solicitation Form is printed, the SSN boxes will be empty to allow the recipient to complete the required SSN. Valid values include: 0 = No solicitation required 1 = Solicitation required  This indicator applies to only SSNs that are not marked as BAD TIN.
42	Reserved			Leave blank.
43	Tax Year	4	Numeric	Reportable year for healthcare information.

SSN AND ITIN SOLICITATION DETAIL LISTING

The updated SSN and ITIN information from the solicitations can be obtained from the **ACA TIN Solicitation-Updated Covered Individuals View**. The output can be formatted in a pipe delimited text or an Excel spreadsheet. The listing includes the most current information available for the following fields:

FIELD NUMBER	FIELD (PIPE DELIMITED)	DESCRIPTION
1	Covered ID	This is a ONESOURCE Tax Information Reporting internal ID used to identify the covered individuals.
2	Covered individual's Insurance ID/card number	All Covered insurance ID/card number. See Field Number 28 of User or Client Import File Field Definition (page 47) .
3	User Defined field 2	Enter information related to the primary policy holder.
4	SSN or ITIN	The SSN or ITIN information received from the recipient.
5	First Name	Covered individual's first name
6	Middle Name	Covered individual's second name
7	Last Name	Covered individual's last name
8	Suffix	Covered individual's suffix
9	Date of Birth	Recipient Date of Birth information, if available.
10	User Defined field 1	Enter information related to the primary policy holder.
11	User Defined field 3	Enter information related to the primary policy holder.
12	Covered User Defined field 1	Optional. Enter information related to the covered individuals.
13	Covered User Defined field 2	Optional. Enter information related to the covered individuals.

FIELD NUMBER	FIELD (PIPE DELIMITED)	DESCRIPTION
14	Covered User Defined field 3	Optional. Enter information related to the covered individuals.
15	Covered User Defined field 4	Optional. Enter information related to the covered individuals.
16	Comments	Optional.
17	Solicitation Required indicator	<p>Optional.</p> <p>For covered individuals, an X prints in each SSN box on the ACA SSN Solicitation Form if the SSN is nine digits and is not marked as BAD TIN.</p> <p>If you need to solicit the covered individual's SSN, set this indicator to 1. When the ACA SSN Solicitation Form is printed, the SSN boxes will be empty to allow the recipient to complete the required SSN.</p> <p>Default values include:</p> <p>0 = No solicitation required 1 = Solicitation required</p> <p> This indicator applies to only SSNs that are not marked as BAD TIN.</p>

SAMPLE SOLICITATION PACKAGES FOR THE ACA NAME/TIN ERROR ASSIST SERVICE

STANDARD COVER LETTER WITHOUT URL

Payer Return 1

**Re: ACTION REQUIRED - Correction of Member Social Security Numbers (SSNs)
and Other Information**

Subscriber/Member Number: ID5979358
Name of Primary Member: Keith Ken Jackson

Dear Member,

We are writing to request information from you to update and correct our records.

We had submitted the information about you and your family's health insurance coverage to the Internal Revenue Service (IRS) as required by the Affordable Care Act (ACA). However, the IRS has notified us that the information we have regarding the name and Tax Identification Number (TIN) or Social Security Numbers (SSN) for you and/or your covered family members in our records is incorrect.

We are requesting you to provide the corrected information including the Name, Date of Birth and Tax Identification Number (TIN) or Social Security Number (SSN) for you and all your family members who are covered by our health insurance plan.

It is important for you to understand, that under the ACA, people who do not have health care coverage may be subject to financial penalty. Providing us with the correct information allows us to fulfill our reporting obligations to the IRS and offers proof that you and your family had health care coverage through our health insurance plan. We are also obligated to inform you that failure to provide this information may subject you to an additional \$50 penalty assessed by the IRS under Section 6723 of the Internal Revenue Code.

To avoid any future penalties, please provide this information to us within the next **30 days** by: 08/24/2016.

- Completing the enclosed form with the correct Name, Date of Birth and Tax Identification Number (TIN) or Social Security Number (SSN) for you and all other individuals in your family having our health insurance coverage and mailing it in the enclosed postage paid, business-reply envelope.

If you have any questions, please call a Member Representative at the number on your member ID card.

STANDARD COVER LETTER WITH URL

THOMSON REUTERS

Re: ACTION REQUIRED - Correction of Member Social Security Numbers (SSNs) and Other Information

Subscriber/Member Number: 3148
Name of Primary Member: HAILEY TARA CARTMAN

Dear Member,

We are writing to request information from you to update and correct our records.

We had submitted the information about you and your family's health insurance coverage to the Internal Revenue Service (IRS) as required by the Affordable Care Act (ACA). However, the IRS has notified us that the information we have regarding the name and Tax Identification Number (TINs) or Social Security Numbers (SSNs) for you and/or your covered family members in our records is incorrect.

We are requesting you to provide the corrected information including the Name, Date of Birth and Tax Identification Number (TIN) or Social Security Number (SSN) for you and all your family members who are covered by our health insurance plan.

It is important for you to understand, that under the ACA, people who do not have health care coverage may be subject to financial penalty. Providing us with the correct information allows us to fulfill our reporting obligations to the IRS and offers proof that you and your family had health care coverage through our health insurance plan. We are also obligated to inform you that failure to provide this information may subject you to an additional \$50 penalty assessed by the IRS under Section 6723 of the Internal Revenue Code.

To avoid any future penalties, please provide this information to us within the next **30 days** by: 09/11/2016.

- Completing the enclosed form with the correct Name, Date of Birth and Tax Identification Number (TIN) or Social Security Number (SSN) for you and all other individuals in your family having our health insurance coverage and mailing it in the enclosed business-reply envelope.
- You can also logon at the website below and provide the required information to update your records:

WWW.THOMSONREUTERS.COM

If you have any questions concerning this letter, please call a Member Service Representative at the phone number on the back of your member ID card.

