



Verify reporting contact information

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Before creating the ACA electronic file, verify the LEA's reporting contact information (**Contact Name, Phone, and TCC** fields) and update as needed. The **SHOP** fields can be left blank as it should only be used if reporting a Form 1095-A for employees who obtained coverage in the marketplace.

Note: The TCC is no longer validated during the creation of ACA files

The screenshot shows a web application interface for 'District Administration'. At the top, there is a navigation bar with 'Tables > District Information' on the left and 'District Administration' on the right. Below the navigation bar, there are three buttons: 'Year: 20XX', 'Retrieve', and 'Save'. A horizontal menu contains several tabs: 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT' (which is highlighted), 'SHARED SERVICES ARRANGEMENT', 'FUND BALANCES', and 'FALL FINANCE TSOS DATA'. A 'Print' button is located below the menu. The main form area is divided into two sections. The first section, '1095B/C Contact Info:', contains fields for 'Contact Name' (split into First, Middle, Last, and Generation), 'Phone' (split into area code and number), and 'TCC'. The second section, '1095B SHOP Info (Coverage Type A Only):', contains fields for 'SHOP Name', 'SHOP Address', 'SHOP City', 'SHOP State' (a dropdown menu), 'SHOP EIN', and 'SHOP ZIP' (split into main and extension).