



Verify reporting contact information

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Update 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). The **SHOP** fields can be left blank.

The screenshot shows a web application interface for updating reporting contact information. At the top, there is a green navigation bar with a home icon, the text 'Tables > District Information', and a dropdown menu for 'District Administration'. Below the navigation bar, there is a 'Year:' field with '20XX' entered, and 'Retrieve' and 'Save' buttons. A horizontal menu contains several tabs: 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT' (which is selected and underlined), '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:', includes fields for 'Contact Name' (split into First, Middle, and Last), 'Phone' (split into area code, number, and TCC), and a 'Generation' dropdown menu. The second section, '1095B SHOP Info (Coverage Type A Only):', includes fields for 'SHOP Name', 'SHOP Address', 'SHOP City', 'SHOP State' (a dropdown menu), 'SHOP ZIP' (split into ZIP and extension), and 'SHOP EIN'.