



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.

The screenshot shows a web application interface for 'District Administration'. 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 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, number, and TCC), and 'TCC' (with the value 'BBLS2'). 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 number and extension).