



Reporting Contact - DA1200

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District Administration > Tables > District Information > Reporting Contact

This tab is used to record 1095 contact information that is used by the Utilities > ACA 1094/1095 Correction/Replacement utility in Human Resources when creating 1095 ACA AIR correction and replacement files.

Set up reporting contact information:

Under **1095B/C Contact Info**:

| Field | Description |
|---------------------|---|
| Contact Name | Type the following information for the contact person: |
| | First Type the contact person's first name. |
| | Middle Type the contact person's middle name. |
| | Last Type the contact person's last name. |
| Generation | Click <input type="checkbox"/> to select the contact person's generation code. |
| Phone | Type three-digit area code and the seven-digit phone number of the contact person listed in the Contact Name field. |
| TCC | Type the five-digit transmitter control code (TCC) (i.e., transmitter ID). |

Under **1095B SHOP Info (Coverage Type A Only)**:

| | |
|---------------------|--|
| SHOP Name | Type the Small Business Health Options Program (SHOP) name. |
| SHOP EIN | Type the nine-digit Small Business Health Options Program (SHOP) employer identification number (EIN). |
| SHOP Address | Type the Small Business Health Options Program (SHOP) street address. |
| SHOP City | Type the Small Business Health Options Program (SHOP) city. |
| SHOP State | Select the Small Business Health Options Program (SHOP) two-character state code. |
| SHOP Zip | Type the Small Business Health Options Program (SHOP) zip code and suffix. |

Click **Save**.

Other functions and features:

| | |
|-----------------|--|
| Retrieve | Retrieve data. Click to retrieve information from the last save. If you click Retrieve , any unsaved changes will be lost. |
| Print | Print the report. Click to print the Reporting Contact report. Review the report. |