

Reporting Contact - DA1200

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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 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.