


# Reporting Contact - DA1200

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# Reporting Contact - DA1200

***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:<br>**First** — Type the contact person's first name.<br>**Middle** — Type the contact person's middle name.<br>**Last** — Type the contact person's last name.<br>**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.<br>Click to retrieve information from the last save. If you click **Retrieve**, any unsaved changes will be lost. |
| **Print** | Print the report.<br>Click to print the Reporting Contact report.<br>Review the report. |