



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

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

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

Click **Save**.

## Other functions and features:

<b>Retrieve</b>	<a href="#">Retrieve data.</a> Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.
<b>Print</b>	<a href="#">Print the report.</a> Click to print the Reporting Contact report. <a href="#">Review the report.</a>