



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). The **SHOP** fields can be left blank.

The screenshot shows a web application interface for 'District Administration'. At the top, there is a green header with a home icon, the text 'Tables > District Information', and a dropdown menu for 'District Administration'. Below the header, there is a 'Year' field set to '20XX' and two buttons: 'Retrieve' and 'Save'. A navigation bar contains several tabs: 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT' (which is highlighted), 'SHARED SERVICES ARRANGEMENT', 'FUND BALANCES', and 'FALL FINANCE TSDS DATA'. A 'Print' button is located below the navigation bar. The main form area is divided into two sections. The first section is '1095B/C Contact Info:' and contains fields for 'Contact Name' (split into 'First' with 'Pam', 'Middle', and 'Last' with 'Smith'), a 'Generation' dropdown, 'Phone' (split into '(555)', '555-5555', and 'TCC' with 'BBLS2'). The second section is '1095B SHOP Info (Coverage Type A Only):' and contains fields for 'SHOP Name', 'SHOP Address', 'SHOP City', 'SHOP State' (a dropdown), 'SHOP EIN' (with a '-' sign), and 'SHOP ZIP' (split into two boxes).



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