



## Verify reporting contact information



# Table of Contents



## Update reporting contact information

[District Administration](#) > [Tables](#) > [District Information](#) > [Reporting Contact](#)

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



## Back Cover