



Verify reporting contact information

Table of Contents

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[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) and update as needed. The **SHOP** fields can be left blank.

The screenshot shows a web application interface for 'District Administration'. 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 contains several options: '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: '1095B/C Contact Info:' and '1095B SHOP Info (Coverage Type A Only):'. The '1095B/C Contact Info:' section includes fields for 'Contact Name' (split into First, Middle, Last, and Generation), 'Phone' (split into area code and number), and 'TCC' (with 'BBLS2' entered). The '1095B SHOP Info' section includes fields for 'SHOP Name', 'SHOP Address', 'SHOP City', 'SHOP State' (a dropdown menu), 'SHOP EIN', and 'SHOP ZIP' (split into main number and extension).



Back Cover