



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) and update as needed. The **SHOP** fields can be left blank as it should only be used if reporting a Form 1095-A for employees who obtained coverage in the marketplace.

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 are input fields for 'Year' (set to '20XX') and buttons for '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: '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'. The '1095B SHOP Info (Coverage Type A Only):' section includes fields for 'SHOP Name', 'SHOP Address', 'SHOP City', 'SHOP State' (a dropdown menu), 'SHOP EIN', and 'SHOP ZIP'.



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