

Staff  ACA

Partner With A Trusted ACA Reporting Team

Proposal of Services – Forms 1094 & 1095



Solutions For Every Type of Employer

Staff ACA is the original and #1 trusted full-service reporting solution. As a company, we've been vetted by the nations top benefits brokerages and payroll providers meeting the highest standards of service excellence. Featuring a custom software and backed by highly trained account managers, we work very hard to deliver great customer experiences.

Trusted Partners



We Deliver On Our Promises

From our first introduction, we aim to provide friendly, helpful and knowledgeable support. We believe the value of our team should continually validate the customer's decision to partner with us is a good one. Managing expectations and following through is what we're all about.



We're Thrilled To Help

Our team is readily available to address questions in preparing for your 1095 reporting. We help employers define their needs and match them to a recommended service level. Serving our customers well includes advocating for them, listening to their needs and responding timely.



We Value Our Relationships

This is the best part of being in business. Connecting with our customers and working side-by-side with our partners brings a fulfillment and validation that our efforts are worth it. As we work the steps of our platform, reply to emails, answer phone calls, schedule onboarding sessions there builds a tangible satisfaction in a job well done.



We Expect Good Results

Year-after-year, we invest our time, energy and resources into making our ACA solution best-in-class. From continuing education and training of our team to optimizing systems and software in the platform, we are working hard for our customers' successes. We've successfully filed millions of information returns with a 100% accepted rate.



We Welcome Questions

Every employer is different. If your reporting needs don't fit the standard mold, you are in the right place. Our system is flexible and can accommodate data input from any output given that it meets our minimum requirements. Often employers are unsure of exactly what is being asked of them and our team is able to bring clarity and a solution. Let us know how we can help.

Steps For Success

Gather Company Data

The required information serves to populate Form 1094 and provide benefit plan details used in calculating proper codes for the employee Form 1095. Resources are available outlining minimum data requirements for this section.

1094 & 1095 Forms

Hooray! Everyone loves to get perfectly packaged digital forms! Users click REQUEST and our system moves into a PROCESSING stage creating codes and populating the forms. Email alerts then notify users when forms are ready for REVIEW by downloading a set of pdfs.

Approve For IRS Filing

The final step for success is granting approval for our team to transmit the form data to the IRS. This is the celebration phase where customers do the victory dance signifying the job is nearly done. The system dashboard will display the E-File status and users have an opportunity to make corrections if TIN errors are present.

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Customer On-boarding

New and returning customers are welcomed with an account activation email. Users navigate the platform from a customized dashboard by following steps and system notifications. Color coded indicators are assigned a PROCESSING, PENDING or COMPLETED status as users complete each phase.

Supply Employee Data

Quality reporting starts here. Customers are provided a data template outlining the type of information required from two employee reports (Payroll Census & Medical Plan Enrollment Census). Our minimum data requirements combined with system algorithms serve to populate the Form 1095 for each employee.

Approve For Distribution

Once everything has been reviewed, users are prompted to APPROVE the applicable version of forms by completing a simple digital sign-off. Continuing in the user experience is the option to APPROVE or DECLINE our Print & Mail service that fulfills the requirement for employers to distribute forms to employees. Print & Mail service starts at \$1.85 per form.

Package Comparison

Service	Do It Yourself Self Service Package	Done Together Enhanced Package	Done For You True Full Service
Assist with Package Selection	✓	✓	✓
Secure Online ACA Account	✓	✓	✓
Form 1094 & Form 1095 Creation	✓	✓	✓
Form 1095-C Code Calculation	✓	✓	✓
Downloadable PDFs	✓	✓	✓
E-File to IRS	✓	✓	✓
HIPAA & HITECH Compliance including BAA	✓	✓	✓
Compatible with Any Payroll System	✓	✓	✓
Compatible with Any Medical Plan	✓	✓	✓
Customer Support	Standard	Premium	1st Priority
Dedicated Senior Account Manager		✓	✓
Discovery Interview Session & Onboarding		✓	✓
Establish Timelines		✓	✓
Form Quality Control Checks		✓	✓
Test Data & Data Planning		✓	✓
Penalty Consulting		✓	✓
Affordability Consulting (Eligible Safe Harbors)		✓	✓
Variable Hour Consulting		✓	✓
Unformatted Data Accepted			✓

Add-on Services

Print & Mail Service

Form 1095-C Printed & Mailed Direct To Your Employee's Home.

As simple as clicking print within our software, we handle everything else to up to the moment the forms enter the USPS mail stream.

- ✓ First Class Mail
- ✓ 48-Hour Turnaround Time

DESCRIPTION	PRICE
Before IRS Deadline	\$1.85/form
After IRS Deadline	\$2.50/form

IRS Audit & Inquiry Assistance

Inquiry Assistance Secures An Expert To Help Form An IRS Response Strategy.

Acting like a warranty of sorts, buying this add-on will give you access to our in-house consultant for instruction on responding to the IRS.

- ✓ IRS Penalty Letter Evaluation
- ✓ Records Kept for Eight Years

FORMS	PRICE/YEAR
100 Forms	\$100
500 Forms	\$150
1,000 Forms	\$200
1,500 Forms	\$250

TIN Reconciliation Service

When the IRS Error Report Highlights a Mismatch in Employee Name or SSN.

Our process of helping you make corrections when an "Accepted with Errors" status is indicated by the IRS following an Information Return submission.

- ✓ Correct Employee Name Mismatches
- ✓ Support From ACA Experts

DESCRIPTION	PRICE
Admin Fee	\$150 per filing
Corrections	\$1.50/form

Individual Mandate State Reporting

Employee 1095C data is extracted from the ACA account and electronically filed with the applicable state(s).

Applicable states: California, District of Columbia, Massachusetts, New Jersey, Rhode Island, Vermont

- ✓ Flat \$500.00 Fee per EIN (\$350 each additional)
- ✓ Payments made by invoice request

Reporting Packages & Pricing

Self Service Reporting Package

This package is a non-managed account and the expectation is the user is familiar with ACA regulations and comfortable manipulating the employee data templates. Customers have access to our support team via phone or email for technical assistance. The goal is to provide a budget friendly option that includes the essentials to complete the reporting.

Single Entity (1 EIN)

FORMS	PRICE/YEAR
100 Forms	\$1,500*
500 Forms	\$2,200*
1,000 Forms	\$2,900*
1,500 Forms	\$3,600*

The Self Service reporting package is not available to ALE Groups with multiple EINs to report.

** Pricing before Dec. 15th (30% increase after)*

Enhanced Reporting Package

A managed account features full support from a member of our service team. You will have a complete on-boarding experience including an initial discovery call with your assigned account manager. We will intake company information, populate the account and address each step in the process complete with timelines and customer action items.

Single Entity (1 EIN)

FORMS	PRICE/YEAR
100 Forms	\$4,300
500 Forms	\$5,800
1,000 Forms	\$6,500
1,500 Forms	\$7,200

ALE Group (Multiple EINs)

ADDITIONAL EINS	PRICE/YEAR
Each Additional EIN	\$900*

**Reporting package purchase required based on the largest EIN of your ALE Group.*

Ex. Up to 100 Forms (\$4,300) + Added EIN (\$900)

True Full Service Reporting Package

Building upon the Enhanced package this complete package includes access to a data technician. The goal is to minimize a customer's data responsibility in terms of employee supplied records. Customers supply an unformatted payroll or medical report that meets our minimum standards and our data techs will extract the data.

Single Entity (1 EIN)

FORMS	PRICE/YEAR
100 Forms	\$5,200
500 Forms	\$6,900
1,000 Forms	\$7,800
1,500 Forms	\$8,600

ALE Group (Multiple EINs)

FORMS	PRICE/YEAR
Each Additional EIN	\$900*

**Reporting package purchase required based on the largest EIN of your ALE Group.*

Ex. Up to 100 Forms (\$5,200) + Added EIN (\$900)

Monday – Friday | 9:00am – 5:00pm EST

Phone: 844-829-0738 | Email: support@staffaca.com | Website: staffaca.com