



ACA IRS Employer Reporting – Authorization

_____ (“Client“) seeks to hire ACA Managed Services (ACAMS) d/b/a Smart1095 and HR Best Practices to provide ACA IRS Reporting (“Services”) on behalf of its ACA eligible employees for the 2017 reporting year. The Services will consist of creation of up to 300 1095-C forms and e-Filing with the IRS. Client agrees to hire ACAMS as follows (Circle either Silver, Gold or Platinum and then initial where appropriate):

Feature	\$895	\$1,995	\$4,995
	Silver (Holiday Inn)	Gold (Marriott)	Platinum (Ritz Carlton)
Data Validation	Yes	Yes	Yes
Date Logic Errors	No	No	Yes
Code Determinations	Yes	Yes	Yes
1095-C PDF	Yes	Yes	Yes
Printing/Mailing	No	Yes	Yes
EINs	1	Up to 2	Up to 3
1094-C IRS Filing	No	Yes	Yes
ACA Communications	No	No	Yes
ACA Contact Center	No	Yes	Yes
Account Manager	No	No	Yes
Data Management	No	No	Yes
ACA Consulting	No	No	Yes
Indemnification	No	No	Yes
User Support	Within 3 days	Within 48 hours	Same Day

Optional services are available under each model. A separate Addendum will be issued.

To perform the services Census and Enrollment data is required for all ACA eligible active employees and terminated employees throughout the calendar year starting in 2017. The data must be provided in ACA-ready format as defined in our template. The plan will also need to provide additional information such as, Employer Contact (e.g. legal name, address, EIN) and Plan Characteristics (MEC, MV, transitional relief). Client will be responsible for reviewing its data prior to 1095-C forms production.

Client is fully responsible for ensuring 1) Data completeness, 2) Data accuracy, and 3) Data timeliness. Client is also fully responsible for making offers of coverage to all ACA eligible employees.

Client is required to pay 50% up-front. The balance must be paid within 10 days of the distribution of the 1095-C forms. Payment will be made to HR Best Practices, the parent company of ACA Managed Services. This is a 2-year contract. Client can terminate the contract for any reason, but must provide 30 days notice. HRBP has the right to stop work in the event payments have not been made in a timely manner. Refunds are not available.

By:		Accepted:	
Name:		Name: Howard Gerver, President	
Signature: _____	Date: _____	Signature: _____	Date: _____
Employer:		ACA Managed Services	