

## **Why did my office receive IRS Forms 1094-B and 1095-B from the ODA Wellness Trust?**

In an effort to assist employers with their Patient Protection and Affordable Care Act (PPACA) reporting responsibilities, The ODA Wellness Trust (ODAWT) provided IRS Forms regarding your health plan. The information on the forms will assist your employees and the IRS to establish they have met their individual mandate to maintain minimum essential health coverage. Forms were mailed to each employer during the last week in January 2017.

This informational reporting system is similar to the current Form W-2 reporting system. An informational return (Form 1095-B) has been prepared for each of your employees enrolled in the ODAWT during 2016. Also there is a transmittal form (Form 1094-B) which summarizes the corresponding Form 1095-B distributed to your employees. *It is the employers responsibility to file the Form 1094-B return with the IRS.*

Employers were mailed both Form 1094-B (transmittal) and Form 1095-B (employee forms) along with the filing instructions for your office. If you did not receive these forms, please contact the Wellness Trust at 800-282-1526 immediately.

## **There is incorrect information on the Form; do I need a corrected one before I file with the IRS?**

If information on any of the attached Forms 1094-B or 1095-B is incorrect, email the Wellness Trust at [insurance@oda.org](mailto:insurance@oda.org). Please indicate the information you believe is incorrect. We have been advised that the forms only need to be re-issued for social security number or employer tax identification number discrepancies. If those numbers are correct, it is appropriate to mail the forms you have.

## **What do I do with the IRS Form 1094-B?**

Pursuant to Section 6056 of the PPACA, employers are required to file an informational return (Form 1094-B) with the IRS, which identifies the coverage provided to employees. Participants in the ODAWT are enrolled in a self-insured health plan and therefore are required to file with the IRS.

1. Please review the attached Form 1094-B. Email the Wellness Trust at [insurance@oda.org](mailto:insurance@oda.org) if there is any incorrect information.
2. *On Lines 3 and 4, enter the name and telephone number, including area code, of the person to contact who is responsible for answering any questions.*
3. *Participating employers must sign Form 1094-B, adding their title and date.*
4. The Form 1094-B, along with the corresponding Form 1095-B attached, must be mailed to the IRS as soon as possible. The regulations require no later than May 31, 2016. Mail the attached Form 1094-B along with the corresponding Forms 1095-B to:

Department of Treasury  
Internal Revenue Service Center  
Austin TX 73301

5. Save a copy of the signed Form 1094-B, along with the attached corresponding Form 1095-B, for your tax records.

**What am I required to do with the IRS Form 1095-B?**

The IRS Forms 1095-B are to be distributed to the ODAWT subscribers in your office no later than March 1, 2017. The information on the forms will assist your employees and the IRS to establish they have met their individual mandate to maintain minimum essential health coverage.

Instruct the ODAWT subscribers to:

1. Review the forms. Email the Wellness Trust at [insurance@oda.org](mailto:insurance@oda.org) if there is any incorrect information.
2. Use the information in Form 1095-B to complete and file their 2016 taxes.
3. Do not attach Form 1095-B to your tax return – keep it with your tax records.
4. Employees will receive a Form 1095-B from each company they were covered with during 2016. Be sure to keep all Forms 1095 with their important tax documents.
5. Inform them that a copy of this information will also be given to the IRS.

**Some of my employees were covered by different insurance part of the year. How will they get their Form 1095?**

You and your employees may receive additional 1095-B forms if you were insured under another health plan at any time during 2016. It is the insurance companies' responsibility to provide the forms to your employees. Be sure to keep all 1095-B forms with your important tax documents.