

# 2014 - 2015 AFFORDABLE CARE ACT (ACA) CHECKLIST

- ✓ SBCs (Summaries of Benefits & Coverage)
- ✓ W2s
- ✓ Arrange/Confirm withholdings for high income employees
- ✓ PCOR Fee
- ✓ Keep current all Exchange Notices to distribute to all new hires. Confirm notices have already been given to existing employees.
- ✓ Review existing wellness plans
- ✓ Review existing plan documents for waiting period compliance
- ✓ Transitional Reinsurance Fee
- ✓ HPID (Health Plan Identifiers)
- ✓ Track employee hours/employee counts for Pay or Play purposes
- ✓ Identify if you will be considered a Large Employer and which employees will be considered full-time
- ✓ Determine if Pay or Play applies to you, and if so, when
- ✓ Investigate the Cadillac Tax, if applicable (especially if you have union employees)

