



ACA Compliance Checklist

Staying compliant with ACA regulations can be complicated. We have compiled steps and deadlines so you can easily manage your ACA compliance all year. If you need help, we're just a phone call or click away!

2020 ACA Reporting Steps	Suggested Due Date
<input type="checkbox"/> Update Company Contact Information in Solution <small>*If your company billing contact is different than your company contact in the Solution, please contact SyncStream directly.</small>	Quarterly
<input type="checkbox"/> Gather, Review, and Update Payroll (Dashboard clients)	Every Pay Period (at least Monthly)
<input type="checkbox"/> Gather, Review, and Update Health Plans	Before Open Enrollment
<input type="checkbox"/> Gather, Review, and Update Employee Census	Ongoing
<input type="checkbox"/> Gather, Review, and Update Offer of Coverage	Ongoing
<input type="checkbox"/> Complete 1095-C Forms	Prior to 2/19/2021 (recommended)
<input type="checkbox"/> Postmarked 1095-C Forms Mailed to Employees	By 3/2/2021 (IRS Extended deadline)
<input type="checkbox"/> Review and Attest 1094-C Form	Prior to 3/15/2021 (recommended)
<input type="checkbox"/> E-File	By 3/31/2021 (IRS deadline)
<input type="checkbox"/> Review E-File Results from IRS	As Needed
<input type="checkbox"/> Make Corrections	As Needed