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Circular Letter: 600-044-16
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Circular Letter

September 1, 2016

**TO: CALPERS PUBLIC AGENCIES, SCHOOLS, INDIVIDUAL SCHOOL DISTRICTS,
AND CALIFORNIA STATE UNIVERSITIES**

SUBJECT: UPDATING EIN in my|CALPERS FOR AFFORDABLE CARE ACT REPORTING

The purpose of this Circular Letter is to notify systems access administrators, health benefit officers, and other personnel staff about a my|CalPERS system enhancement to allow CalPERS' contracting employers to modify, as necessary, their employer identification numbers (EIN) stored in my|CalPERS. This enhancement is necessary to ensure that CalPERS' health plans are using the correct EIN when reporting minimum essential coverage (MEC) to the Internal Revenue Service (IRS), as required by the Affordable Care Act (ACA).¹ This system enhancement will go live on September 26, 2016.

In the 2015 tax year, CalPERS' health plans began reporting to the IRS, on Form 1095-B, the months that CalPERS subscribers and their family members had MEC due to enrollment in a basic health plan. Part II of Form 1095-B requires health maintenance organization (HMO) plans to include specific employer information (employer name, address, and EIN). Because CalPERS' contracting employers do not have a direct relationship with our health plans, my|CalPERS is the system of record and the only source they have to obtain the employer information required to populate Form 1095-B and fulfill their IRS reporting requirements.

To support our health plans with this reporting requirement, CalPERS will add a new reporting field called the "MEC Employer Identification Number" in the health contracts tab to capture the EIN employers want used for MEC reporting. Please note that the EIN your agency wants our health plans to use for IRS reporting may not be the same EIN currently stored in the my|CalPERS system. CalPERS is therefore requiring contracting employers to enter the correct EIN for MEC reporting in the new field. Employers must make necessary corrections to the EINs by **Monday, October 31, 2016** to ensure CalPERS' health plans have the correct data required to complete the subscriber information statements required by the IRS in January.

It is important that the information in my|CalPERS used by our health plans to report MEC to the IRS is accurate. CalPERS subscribers will use the statement issued by their health plan (generally a copy of Form 1095-B) to show the months they had MEC for the calendar year and prove compliance with IRS's individual shared responsibility mandate.

¹ See Circular Letters 600-020-14 and 600-064-15 for more information regarding the MEC reporting requirements.

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Attached are step by step instructions on how to access, view, and enter the MEC EIN into my|CalPERS.

If you have any questions, please contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Shari Little, Chief
Health Policy Research Division

Attachment