



Obtaining Missing SSNs for 2018 IRS Reporting

As a part of the 2018 ACA IRS Reporting process, **all** school districts and SUs are required to include in the filing **social security numbers for all employees and dependents** enrolled in health coverage in 2018.

If you do not have the SSN on file, and it is not listed in the fall 2017 enrollment spreadsheet on the BCBSVT ERC (see instructions [here](#) on how to access), you **need to make an attempt to collect the SSN this fall.**

You can find a sample process and notice template [here](#).

Please note, the BCBSVT-VEHI Group Enrollment form has been updated to indicate the need to collect the SSN at time of enrollment. The new form can be found [here](#).

If you have any questions or concerns, please reach out to Laura Soares at laura@vsbit.org or Bobby-Jo Salls at bobbyjo@vsbit.org.

This notification has been sent to School Business Officials, Human Resources and Health Members

To avoid confusion and to ensure consistency in the delivery of information, when distributing VEHI information do not modify any VEHI communications or attachments.

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