



Reminder! Obtaining Missing SSNs for Annual IRS Reporting

When completing IRS forms 1094/1095 to comply with the ACA reporting requirements, **all** school districts and SUs are **required** to include **social security numbers (SSNs) for all employees and dependents** enrolled in health coverage. The enrollee's date of birth may only be used as an alternative IF the district or SU has made reasonable efforts to obtain the enrollee's Social Security Number. If you do not have the SSN on file, you **need to make an attempt to collect the SSN by December 31st**. You can find a sample process and SSN collection request notice template [here](#).

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

Don't forget the extensive resources on the [VEHI website](#) and the Gallagher Benefits Team at VEHIhelp@ajg.com to assist you in completing your IRS Reporting requirements.

You may also reach out to Bobby-Jo Salls at bobbyjo@vsbit.org with any questions.

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.

Please note: For your convenience, all VEHI Communications (sent via Campaign Monitor) can now be found in our archive at vehi.org/home/campaign-monitors/

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