



Reminder! Obtaining Missing SSNs for 2018 IRS Reporting

December is here and **now is the time** to be preparing for your 2018 IRS Reporting. As we reported earlier, unless you heard from us directly, small employers as well as large (ALE) employers are now **required** to report on all employees and their dependents for 2018.

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, 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](#).

(You may find some SSNs in the fall 2017 Enrollment Spreadsheet on the BCBSVT ERC. See instructions [here](#) on how to access.)

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](#).

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 2018 IRS Reporting requirements.

You may also 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.

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/

You're receiving this notification because your school and/or SU are a member of our program.

[Edit your subscription](#) | [Unsubscribe](#)

52 Pike Drive
Berlin, VT 05602
(802) 223-5040