

Affordable Care Act (ACA)

The Affordable Care Act will complicate the preparation of most 2014 tax returns. We, as the preparer must obtain a significant amount of information in order to properly prepare the necessary forms for your tax return. Please read this carefully and make sure you have all necessary information. Missing information will delay the completion of your tax return.

1) Did you have health insurance coverage for you, your spouse and dependents during 2014?

Yes, Entire Year Yes, part of the year No

2) If part of the year, which months was healthcare coverage in place?

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|-----|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|
| Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|-----|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|

3) Please provide proof of qualifying health care coverage for all members of your household. This documentation may include:

- Form 1095 provided by your insurance provider
- Documentation/Statement from an employer indicating health insurance coverage
- Medicare Card
- Health Insurance Card
- Form W-2 that shows health insurance provided through employer (Code DD)

Note: If you are claiming a dependent (ie: son/daughter) whose healthcare coverage is provided by someone else (ie: ex-spouse, dependent other parent, etc.), we will need proof of the insurance as well.

4) If you did not have health insurance for any part of the year, did you apply for hardship exemption?

Yes No

*If yes, we will need the Exemption Certificate Number (ECN) received from the Marketplace for each individual in your tax household.

*If you feel you qualify for a health insurance exemption, go to [healthcare.gov](https://www.healthcare.gov) to determine if you qualify for an exemption & instructions on how to obtain an Exemption Certificate Number.

Note: We will need the Exemption Certificate Numbers before we can complete the preparation of your income tax return.

5) If you did not have health insurance for any part of the year, did you qualify for one of these exemptions?:

- **Member of an Indian Tribe**--includes members of Federally-recognized Indian Tribes & individuals who are eligible for services from Indian health care provider & Indian Health Service. Supporting proof may include statement from Federally-recognized Indian tribe, (eg: ID card, documentation showing services from health care facility).
- **Member of a Health Care Ministry**- (HCSM)-HCSM is a tax-exempt organization whose members share a common set of ethical or religious beliefs & share medical expenses in accordance with those beliefs, even after a member develops a medical condition. Supporting proof may include a statement from the HCSM providing the name & location of HCSM & indicating clients' membership.
- **Incarcerated Individuals**-Individuals who were incarcerated in a jail, prison, or similar penal institution after the disposition of charges. Supporting proof may include a statement indicating the individual's prisoner ID number & the name & location of the jail, prison, or court records detailing the individual's incarceration.
- **Short Coverage Gap**- this exemption may apply if individual lacked qualifying coverage only for less than 3 consecutive calendar months. If the gap in coverage was more than 3 months, the individual does not qualify for this exemption. Only one short coverage gap exemption may be claimed in a year.
- **Not lawfully present**-individuals who are not lawfully present in the U.S. & individuals who are not present in the U.S. long enough to be treated as resident aliens for tax purposes.
- **Below Filing Threshold**-exemption applies if the individual cannot be claimed as a dependent by someone else & individual's gross income is low enough

that they are not required to file a tax return. Eligible individuals are not required to file a return solely to claim this exemption.

- **Certain Hardship Exemptions**-there are several hardship exemptions that may be claimed with a tax return without first applying for the exemption from Marketplace. See Notice 2014-76 for a complete list of these hardship exemptions.
- **Citizens Living Abroad or in a United States Territory**-all bona fide residents of a foreign country or a United States territory are treated as having minimum essential coverage & thus are effectively exempt from the individual shared responsibility provision.

Note: If you did not have health insurance for any part of the year and you do not qualify for an exemption we will need copies of the 2014 tax returns for all members of your tax household who have a filing requirement. Information on these returns is needed to calculate the amount of the penalty.

6) Did you enroll in a qualified plan through the Marketplace?

Yes No

Note: If yes, we must have Form 1095-A from the Marketplace.

7) If yes, were you or your spouse eligible for health care coverage through your or your spouse's employer?

Yes No

8) If you were eligible, what were the requirements of the plans? How much premiums were you required to pay per month? _____

9) If you are divorced during the tax year and advanced payments of the premium tax credit were made in behalf of any member of your household, is there an allocation of the advance credit payments in the divorce documents?

Note: If you purchased health insurance through the Marketplace, you may qualify for a Premium Tax Credit. To properly complete the credit we will need copies of the 2014 tax returns for all members of your tax household who have a filing requirement. Information on these returns is needed to calculate the amount of the credit.

Reminder: If you are obtaining health care coverage through the Marketplace, remember to report any of the following changes in circumstances when they occur:

- Change in household income
- Divorce
- Marriage
- Birth or adoption of a child
- Increases or decreases in number of dependents
- Eligibility for government sponsored or employee sponsored health care coverage
- Moving to another address
- Gaining or losing non-Marketplace health care coverage
- Changes in filing status

Failure to report all changes may cause more advance credit payments to be paid than the Premium Tax Credit allowed, causing you to repay some or all of these credits on your income tax return.

We apologize for the lengthy questions regarding your health insurance, but the Internal Revenue Service is requiring us to gather this information to make necessary calculations on your tax return.