

ACA StatusTracker™ ENROLLMENT FORM

Please Note:

In order for PPI to import historical hours data, the import must occur prior to the end of the administration period.

- Complete this enrollment form, including the page, ACA StatusTracker Setup Requirements Gathering Worksheet
- Make checks payable to PPI Benefit Solutions (not ACSA or BIEBT).
- Include “ACA Services” as a note on the check.
- Write your PPI Employer Number or Company Name on the check (if different than what is printed on the check).
- ACH/wire transfer instructions are available upon request.

Send Signed Form and Check to PPI:

**Attn. ACA Services PPI Benefit Solutions
10 Research Pkwy. Ste. 200
Wallingford, CT 06492**

You may also email or fax your completed enrollment form:

- clientservices@ppibenefits.com with “ACA Services Enrollment Form” in the subjectline
- Fax: (203) 793-1212; ATTN: ACA Services

Important: Please do not send payment for ACA StatusTracker in the same envelope as your regular, PPI monthly invoiced payment.

Employer Information

Company Name:

Contract Year:

Company Address:

Company Phone:

Company Fax:

Primary Employer Contact (contact submitting hours and receiving all communications):

*This contact has permission to view employee census information: Yes No

Name:

Title:

Phone:

Email:

Secondary Employer Contact:

*This contact has permission to view employee census information: Yes No

Name:

Title:

Phone:

Email:

Broker Contact:

*This contact has permission to view employee census information: Yes No

Name:

Company Name:

Phone:

Email:

PPI Contact:

Karen Greco
(203) 793-1233
greco.karen@ppibenefits.com

ACA StatusTracker Setup Requirements Gathering Worksheet

ACA Schedule Name: (PPI Use Only) _____

Classes/Structures included in the Schedule: _____

Will you have different measurement periods for different types of employees (union vs. non., employees in different states, etc.)? Yes No **If yes, please complete a separate form for each type.**

INITIAL PERIODS

Begin Initial Calculations On (select one):

- Date of Hire (DOH) (this will create a unique measurement period for each new v.h. employee.)
 - First of the month following DOH (the initial admin. period cannot be more than 2 months.)
 - First Pay Period following DOH – must have a payroll schedule built in AutoEnroll

How long is the initial Measurement Period? _____ months (6-12) (must match standard period)*
 How long is the initial Administration Period? _____ months (1-3) (must match standard period)*
 How long is the initial Stability Period? _____ months (6-12) (must match standard period)*

*If an **initial** measurement period is set to 12 months, the initial administration period cannot exceed 1 month. Per regulatory guidelines, the *initial* measurement period + *initial* administration period cannot exceed 13 months.

STANDARD (ONGOING) PERIODS

What is the start date of your first **ongoing measurement period**? _____ (This is your effective date/ must be before or on the date of when the first person starts measuring.)

How long is the ongoing Measurement Period? _____ months (6-12)**
 How long is the ongoing Administration Period? _____ months (1-3)**
 How long is the ongoing Stability Period? _____ months (6-12)**

****Please note:** The full allowance of regulatory length is not allowed in AutoEnroll. A 3 month administration period with a 12 month measurement period is not allowed in the AutoEnroll system.

ROUNDING:

System can round up hours based on increments of hours worked (select one):

- No Rounding
- Round half up

Plans to be offered to ACA Eligible Members (any plan can be designated: medical, dental, ancillary, etc.):

Plan Type	Plan Name	Plan Class

StatusTracker Pricing

All annual fees are due to PPI at the time of enrollment. Fulfillment costs will be billed once fulfillment is complete.

Contract Effective Date:

Service	Fees	Payment Due	
StatusTracker Setup Fee <i>ACA data stored and maintained in AutoEnroll for client's review and approval. Also includes 1095-C Data Extract</i>	\$500 Setup Fee	\$500 One-time Fee Upon Enrollment Renewal - Setup fee N/A	
StatusTracker Annual Fee	Greater of \$2,000 or \$14/part-time or variable hour employee per year	Enter # part-time/variable hour EEs	Upon Enrollment
		OR	

Important Notes:

- Charges and fees will apply for all 12 months of a single calendar/reporting year, regardless of actual implementation date. Per employee per year calculation at enrollment may be adjusted at PPI's discretion to allow for major personnel changes at the client.
- All fees are non-refundable. In the event that a client terminates with PPI, annual fees will not be returned. NavigateHCR will continue to provide service to enrolled clients, but all involvement by PPI will be discontinued.
- ACA Compliance Services are configured and updated at the client's direction. The client is responsible for all compliance requirements, including ACA reporting. PPI provides access to ACA tracking tools and information, which may be used by the client to assist with reporting and compliance needs. However, neither PPI, Businessolver, nor NavigateHCR is responsible for ensuring the accuracy, completeness, or final compliance of the client with respect to Employer Shared Responsibility Final Regulations (79 FR 8543) or other applicable laws and regulations. The employer is always advised to consult an attorney or tax professional regarding the application or potential implications of laws, regulations or policies to its specific circumstances.

Date:

Name of Client:

Signature:

Title: