



# SecureOne Benefit Administrators, Inc

## News Alert!

### Upcoming "ACA" Deadlines

September 3, 2013

## The "ACA" Deadline is coming up! Are you prepared?

Below is some information to assist you with the deadline in regards to providing the Notice of Exchange to existing employees that is due before October 1, 2013.

### **Employers that are Subject to the new Notice of Exchange Requirements**

Unlike the employer mandate, which applies only to those companies that employ an average of 50 or more full-time employees and full-time employee equivalents, the Notice of Exchange applies to employers with annual revenues of at least \$500,000, who employ at least one worker. This includes hospitals, institutions, schools and government entities.

### **Notice of Exchange Distribution Requirements**

This is not an annual requirement. Existing employees must receive the Notice of Exchange before October 1, 2013. Employees hired between October 1, 2013 and December 31, 2013 must receive the notice at the time of hire. Employees hired after January 1, 2014 must receive the notice at the time of hire, with delivery within 14 days of the employee's start date being considered timely.

### **How to Deliver the Notice**

The notice may be provided in one of two ways:

**Mail:** The Notice of Exchange may be delivered by first-class mail.

**Electronic Delivery:** Alternative, it may be provided electronically if the requirements of the Department of Labor's electronic disclosure Safe Harbor at 29 CFR 2520.104b-(c) are met. Please note, merely posting the Notice on your organizations website so it's available to employees will not by itself satisfy the disclosure requirement.

The link below was also in our newsletter dated May, 2013 and is for employers with health plans. Please note, completing page three is optional for employers.

<http://www.dol.gov/ebsa/pdf/FLSAwithplans.pdf>

***SecureOne; keeping our clients informed on the "PPACA" front.***



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