

Quarterly Employer Compliance Checklist

Staying apprised of compliance requirements in the ever-changing landscape of healthcare reform can be challenging. This easy-to-use quarterly guide is designed to cut through the clutter of compliance and give you peace of mind when it comes to staying on top of deadlines and requirements to meet your regulatory responsibilities throughout the year.

Keep this checklist handy, so you can refer to it when needed, or click the “Add to Calendar” links below to add convenient digital reminders to your calendar! For more compliance advice, visit bit.ly/CompConfidence today.

JANUARY 2020

ADD ALL TO CALENDAR: [iCal/Outlook](#) | [Gmail](#)

Action Needed	Applies To	Due Date
HIPAA Notice of Privacy Practices Distribution to employees for plan changes requiring an update to the plan document and description.	Should provide: <ul style="list-style-type: none"> • Prior to January 1 • Upon mid-year enrollment or • Within 60 days of material change notice 	January 1, 2020 ADD TO CALENDAR: iCal/Outlook Gmail
Form 5500 Filing EFAST electronic filing of all information to the Department of Labor (DOL)	<ul style="list-style-type: none"> • Plan years beginning 7/1/19 • Most plans with 100 or more participants as of the beginning of the plan year 	January 31, 2020 ADD TO CALENDAR iCal/Outlook Gmail
Summary Annual Report	Applies to those filing 5500 forms for May 2019 plan years	January 31, 2020 ADD TO CALENDAR iCal/Outlook Gmail
CMS Creditable Coverage Online Disclosure Form Applies to all plans covering prescription drugs. Must be filed online at www.cms.gov .	Applies to: <ul style="list-style-type: none"> • Plan years beginning 11/1/19 • If terminating prescription coverage or changing creditable coverage status in December of 2019 	January 31, 2020 ADD TO CALENDAR iCal/Outlook Gmail
Form W-2 Health Coverage Reporting Applies to those issuing 250 or more W-2s in 2019	Use Code DD in Box 12 of Form W-2 to report the cost of health coverage	January 31, 2020 ADD TO CALENDAR iCal/Outlook Gmail
Employee Notifications	Plans conducting open enrollments must provide an updated Summary of Benefits and Coverage (SBC) along with all notices required at open enrollment or for new hires	January 2020 ADD TO CALENDAR iCal/Outlook Gmail

JANUARY 2020

Action Needed	Applies To	Due Date
Summary Plan Description Distribution to employees for plan changes requiring an update to the plan document and description	Plan years beginning October 2019 or any plans with mid-year modifications to be effective May of 2020	January 2020 ADD TO CALENDAR iCal/Outlook Gmail

FEBRUARY 2020

Action Needed	Applies To	Due Date
Form 5500 Filing EFAST electronic filing of all information to the Department of Labor (DOL)	<ul style="list-style-type: none"> Plan years beginning 8/1/19 Most plans with 100 or more participants as of the beginning of the plan year 	February 28, 2020 ADD TO CALENDAR iCal/Outlook Gmail
Summary Annual Report	Applies to those filing 5500 forms for June 2019 plan years	February 28, 2020 ADD TO CALENDAR iCal/Outlook Gmail
CMS Creditable Coverage Online Disclosure Form Applies to all plans covering prescription drugs. Must be filed online at www.cms.gov .	Applies to: <ul style="list-style-type: none"> Plan years beginning 12/1/19 If terminating prescription coverage or changing creditable coverage status in January of 2020 	February 28, 2020 ADD TO CALENDAR iCal/Outlook Gmail
IRS Filing of Forms 1094-B, 1095-B, 1094-C and 1095-C ACA health plan and employer reporting to the IRS	<ul style="list-style-type: none"> If filing by paper 	February 28, 2020 ADD TO CALENDAR iCal/Outlook Gmail
Form M-1 For plan sponsors of a Multiple Employer Welfare Arrangement (MEWA)	Must be provided on or before March 1, 2020	February 28, 2020 ADD TO CALENDAR iCal/Outlook Gmail
Employee Notifications	Plans conducting open enrollments must provide an updated Summary of Benefits and Coverage (SBC) along with all notices required at open enrollment or for new hires	February 2020 ADD TO CALENDAR iCal/Outlook Gmail
Summary Plan Description Distribution to employees for plan changes requiring an update to the plan document and description	Plan years beginning November 2019 or any plans with mid-year modifications to be effective June 2020	February 2020 ADD TO CALENDAR iCal/Outlook Gmail

MARCH 2020

Action Needed	Applies To	Due Date
Furnishing of Employee Statements Forms 1095-B, and 1095-C – ACA health plan and employer reporting – employee statements	Statements to be provided to each employee that was enrolled or was offered minimum essential coverage for at least one month in 2019	March 2, 2020 ADD TO CALENDAR iCal/Outlook Gmail
Form 5500 Filing EFAST electronic filing of all information to the Department of Labor (DOL)	<ul style="list-style-type: none"> Plan years beginning 9/1/19 Most plans with 100 or more participants as of the beginning of the plan year 	March 31, 2020 ADD TO CALENDAR iCal/Outlook Gmail
Summary Annual Report	<ul style="list-style-type: none"> Applies to those filing 5500 for April 2019 plan years 	March 31, 2020 ADD TO CALENDAR iCal/Outlook Gmail
CMS Creditable Coverage Online Disclosure Form Applies to all plans covering prescription drugs. Must be filed online at www.cms.gov .	Applies to: <ul style="list-style-type: none"> Plan years beginning 1/1/20 If terminating prescription coverage or changing creditable coverage status in February of 2020 	March 31, 2020 ADD TO CALENDAR iCal/Outlook Gmail
IRS Filing of Forms 1094-B, 1095-B, 1094-C and 1095-C ACA health plan and employer reporting to the IRS	<ul style="list-style-type: none"> If filing electronically 	March 31, 2020 ADD TO CALENDAR iCal/Outlook Gmail
Employee Notifications	Plans conducting open enrollments must provide an updated Summary of Benefits and Coverage (SBC) along with all notices required at open enrollment or for new hires	March 2020 ADD TO CALENDAR iCal/Outlook Gmail
Summary Plan Description Distribution to employees for plan changes requiring an update to the plan document and description	Plan years beginning November 2019 or any plans with mid-year modifications to be effective June 2020	March 2020 ADD TO CALENDAR iCal/Outlook Gmail