Date

Name

Address

Address

Dear name:

To assist you in meeting upcoming 2020 IRS reporting responsibilities required by the Affordable Care Act, we are providing you with instructions and covered person information.

You must complete IRS Forms 1094-B and 1095-B. As part of completing Form 1095-B, you will need to provide “Covered Individual” information. Enclosed you will find the relevant Form 1095-B “Covered Individual” information for January 1 – December 31, 2020. The information provided is what we have in our records as of December 31, 2020.

Also, for instructions on completing Form 1095-B, you can find the following documents under the *Congregational Reporting to IRS for Corinthian Plan* section on the TCP website mennoniteusa.org/what-we-do/the-corinthian-plan:

* Congregational Instructions for Filing – This document explains step-by-step how to complete the forms.
* 2020 Form 1094-B Sample Data – Sample form completed with fictitious data.
* 2020 Form 1095-B Sample Data – Sample form completed with fictitious data.
* 2020 Form 1094-B – This is the transmittal form to complete and file with the IRS.
* 2020 Form 1095-B – This is the form that needs to be completed and provided to each covered employee and filed with the IRS.
* 2020 Instructions for Forms 1094-B and 1095-B – Complete IRS Instructions (Page four gives instructions on where to file forms)

**To avoid penalty for the congregation, you, on behalf of the congregation must:**

* **Provide Form 1095-B to employees by March 2, 2021**
* **File Form 1094-B and copies of all Form 1095-B forms with the IRS by February 28, 2021 (March 31, 2021 if filing electronically)**

If you have any questions, please contact your Corinthian Plan Area Representative or Duncan Smith (Director). Contact information can be found on The Corinthian Plan website. You can also contact me at the Goshen Everence office.

Sincerely,



Patrick Tibbs

GroupCare Operations Manager