

Massachusetts State Reporting Guide

Employer Responsibilities for Massachusetts Individual Mandates

Under the Massachusetts Individual Mandate, employers who provide Minimum Creditable Coverage (MCC) are required to ensure that Form MA 1099-HC is submitted to the state and a copy of the form is provided to employees. Please utilize this guide for assistance filing Form MA 1099-HC.

Access the Application

To access the application, click on the custom URL provided during implementation. Using the previously created account information, proceed to login. Once logged in, the submissions page will be displayed.

Import Data

Next, load an initial MA State Reporting test file. This file can contain real production data or a set of test data. This test file is needed to ensure the file layout and formatting is correct. The initial file load for a tax year will be a full population file.

If a template for the file layout is needed, follow these steps:

1. Click **Download MA 1099-HC Template**.
2. Click on the **Recent Downloads** folder to the right of the URL bar at the top of the screen.
3. Select the template file.
4. A spreadsheet should open with all needed information.
5. Complete the template.
6. Save as a .csv file.

Health e fx
Enterprise

Group: Admin Welcome Test User of Example Company

Submissions

Submissions

MA 1099-HC Submissions

Tax Year: 20XX

Upload your MA 1099-HC data here. Uploading a "Full Population" file will deactivate all previous uploaded data that has not been submitted for print or filing.

Choose File No file chosen Full Population

UPLOAD MA 1099-HC FILE

DOWNLOAD MA 1099-HC TEMPLATE

Summary of 20XX Data.

Images are examples and for information purposes only. They may vary across platforms and are subject to change.

To load the test file, follow these steps:

1. From the Submissions page, click **Choose File** and select the .csv file to upload.
2. Click **Open** in the dialog box on your PC.
3. Click **Upload MA 1099-HC File**.
4. A prompt with **Are you sure you want to upload this file?** should appear. Click **OK**.

Once the file is uploaded successfully, a display of summary information will appear. Data validation issues will also appear in a table beneath the Summary of Data, if applicable. If the layout or formatting is incorrect, the data will not upload.

The screenshot shows the 'Health e fx' Submissions page. The 'MA 1099-HC Submissions' section has a 'Tax Year' dropdown set to '20XX'. Below it, a message states: 'Upload your MA 1099-HC data here. Uploading a "Full Population" file will deactivate all previous print or filing.' There are three numbered callouts: 1 points to the 'Choose File' button, 2 points to the 'Open' button in the file explorer, and 3 points to the 'UPLOAD MA 1099-HC FILE' button. A file explorer window is open, showing the 'Open' button (2) and the selected file 'ExampleData.csv'. Below the upload section is a 'Summary of 20XX Data' table.

File Name	# of Forms	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	# of Issues	Print Date	File Date	# of Forms Printed	For Filed	Status	Status
ExampleData.csv	2	3	3	3	3	3	3	3	3	3	3	3	0							

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Return Address Information

Return addresses can be included on the envelopes printed and mailed with Forms MA 1099-HC. If the return address used is different than the one used during configuration, that address will need to be edited.

1. Click on the **three bars** in the upper right corner next to the **Submissions** tab.
2. Select **Company Settings** within Settings.
3. Select **MA Company Information**.
4. Under **Massachusetts Company Return Address Settings**, select the **Edit Return Address** button.
5. Update the address and click **Update Return Address**.

Note: New addresses can be added by following the same steps, but selecting **Add New Return Address** rather than **Update Return Address**.

6. Click **OK** on the browser confirmation message (not shown in image).

Health e fx

Company Settings

State Settings MA Company Information

Massachusetts Company Settings

Company Name: Example Company
Address: 555 Example Street
Address 2: Enter Address
City: Example
State: Missouri
Zip Code: 00000
Phone: 555-555-5555
Employer FEIN: 12-3456789
Short Company Name: Example Company

Administrative Contact
First Name: Enter First Name
Last Name: Enter Last Name
Email Address: Enter Email
Phone: Enter Phone Number
Cell Phone: Enter Cell Phone Number

Benefits Contact Information
First Name: Enter First Name
Last Name: Enter Last Name
Email Address: Enter Email
Phone: Enter Phone Number
Cell Phone: Enter Cell Phone Number

Mailing Return Address
☒ Same as company address.
Mailing Address: 555 Example Street
Mailing City: Example
Mailing State: Missouri
Mailing Zip: 00000

Massachusetts Company Return Address Settings

Tax Year: 200X

Action	Administrator FID	Administrator Name	Return Address Company Name	Return Address Street	Return Address City	Return Address State	Return Address Zip	Return Address Country
EDIT RETURN ADDRESS	122134396	User One	Example Company	555 Example St.	Example City	MO	00000	US

ADD NEW RETURN ADDRESS

Company Return Address
Administrator FID: 122134396
Administrator Name: User One
Company Name: Example Company
Address 1: 111 Example Street
Address 2: Enter Address
City: Example City 2
State: Missouri
Zip: 00000
Country: US

UPDATE RETURN ADDRESS **CANCEL**

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Add New Individuals Not in the Initial File

If individuals need to be added to the initial file, there are two options:

1. If forms have not been submitted for filing or printing, add new individuals to a full file and re-upload the file. That will replace the original data set.
2. If forms have been filed for the reporting year, a Supplemental Population file will need to be submitted. These individuals can be included in a partial file that also corrects errors with the files submitted for review. Multiple files will need to be submitted when partial files are loaded.

Review Errors and Correct Data

Errors will appear in the Data Validation Issues table on the bottom half of the Submissions screen. On the **Data Validation Issues** table, the Subscriber ID, employee name, alert severity, and error message can be seen. There are two methods for correcting errors:

- **Forms not sent to print:** Errors should be corrected on the .csv file and uploaded again, replacing the previous data set.
- **Forms sent to print:** A new .csv file should be created, correcting the errors, and uploaded according to above instructions. This will load as Supplemental Population.

Summary of 20XX Data.

File Name	# of Forms	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	# of Issues	Print Date	File Date	# of Forms Printed	# of Forms Filed	Print Status	Filing Status	Print	File
ExampleData.csv	0	0	0	0	0	0	0	0	0	0	0	0	0	29							<button>PRINT</button>	<button>FILE</button>

Data validation issues. Download a list here: 

Subscriber ID	Name	Alert Severity	Error Message	File Name
111-11-1111	Employee 1	Critical	No Coverage Dates or Coverage Indicators specified	ExampleData.csv
111-11-1111	Employee 1	Critical	State is required and must not exceed 2 characters	ExampleData.csv
222-22-2222	Employee 2	Critical	Conflicting coverage methods - Cannot use both coverage dates and month indicators	ExampleData.csv
222-22-2222	Employee 2	Critical	Coverage End Date must be within Tax Year	ExampleData.csv
222-22-2222	Employee 2	Critical	Coverage month value contains invalid characters	ExampleData.csv

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Reviewing Summary Data

The Summary of [Tax Year] Data, located on the Submissions screen, will appear for each file name. Once uploaded, full population files will replace previously uploaded data that has not been filed or printed. For partial files submitted, new rows will be added to the table. That information can contain:

- **Number of Forms:** Total number of records included in the file
- **Coverage by Month:** Total number of individuals with a coverage indicator in the month
- **Number of Issues:** Number of issues per file
- **Print Date:** Date batch was submitted for printing and distribution to covered individuals
- **File Date:** Date batch was submitted for filing to the State of MA.
- **Number of Forms Printed:** Total number of forms printed (Records with issues not included)
- **Number of Forms Filed:** Total number of forms filed to MA (Records with issues not included)
- **Print Status:** Batch sent to print
- **Filing Status:** Processing, Accepted, Rejected

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Submission for Printing and Filing

Submissions can be made for printing and/or filing once errors are corrected. Files with errors will not be printed or filed. If printing and filing, forms must be sent to print before they are able to be filed.

Submitting MA-1099-HC for Printing

On the Submissions page, under the Summary of [Tax Year] Data:

1. Locate the data to print.
2. On the right side of the table, locate the **Print** column.
3. Select the **Print** button.

Summary of 20XX Data.

File Name	# of Forms	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	# of Issues	Print Date	File Date	# of Forms Printed	# of Forms Filed	Print Status	Filing Status	Print	File
ExampleData.csv	2	3	3	3	3	3	3	3	3	3	3	3	0		8/26/20XX 1:19:28 PM	9/11/20XX 4:25:46 PM	2	2	Batch sent to print	Processing-Example_File.xml	PRINT	FILE

Submitting MA-41099-HC for Filing to MA

On the Submissions page, under the Summary of [Tax Year] Data:

1. Locate the data to file.
2. On the right side of the table, locate the **File** column.
3. Select the **File** button.

Once the batch has been submitted for filing, one XML download per FEIN will be available for customer records.

Summary of 20XX Data.

File Name	# of Forms	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	# of Issues	Print Date	File Date	# of Forms Printed	# of Forms Filed	Print Status	Filing Status	Print	File
ExampleData.csv	2	3	3	3	3	3	3	3	3	3	3	3	3	0	8/26/20XX 1:19:28 PM	9/11/20XX 4:25:46 PM	2	2	Batch sent to print	Processing-Example_File.xml	PRINT	FILE

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Finalize the Annual Reporting Process

An acknowledgement file will be available to download for customer records once the State of MA has processed the file. Customers will receive an email notifying them that the file is ready and the **Receipt ID** designation will be displayed in the **Filing Status** column of the Summary of [Tax Year] Data table on the Submissions page.

Summary of 20XX Data.																			
File Name	# of Forms	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	# of Issues	Print Date	File Date	# of Forms Printed	# of Forms Filed	Print Status
ExampleData.csv	5	4	4	4	4	4	4	4	4	4	4	4	5	0	1/9/20XX 2:27:25 PM	1/9/20XX 5:24:21 PM	5	5	Batch sent to print
																	Filing Status		Print
																	Accepted-ExampleData.xml		PRINT
																			FILE
																			DOWNLOAD

More Training Available!

Check out additional training resources available on our site, [Connections](#).

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.

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