January 2024

Name

Address

Address

Dear name:

To assist you in meeting upcoming 2023 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 information for Form 1095-B, “Covered Individual,” for January 1 – December 31, 2023. The information provided is what we have in our records as of December 31, 2023.

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: [https://www.mennoniteusa.org/ministry/the-corinthian-plan/](https://protect-us.mimecast.com/s/9XXECjRNwBtR7O3cWQ4qq?domain=mennoniteusa.org/):

* Congregational Instructions for Filing – This document explains how to complete the forms step-by-step.
* 2023 Form 1094-B Sample Data – Sample form completed with fictitious data.
* 2023 Form 1095-B Sample Data – Sample form completed with fictitious data.
* 2023 Form 1094-B – This is the transmittal form to complete and file with the IRS.
* 2023 Form 1095-B – This is the form that needs to be completed and provided to each covered employee and filed with the IRS.
* 2023 Instructions for Forms 1094-B and 1095-B – Complete IRS Instructions (Page three gives instructions on where to file forms)

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

* **Provide Form 1095-B to employees by March 1, 2024**
* **File Form 1094-B and copies of all Form 1095-B forms with the IRS by February 28, 2024 (March 31, 2024 if filing electronically)**

Please contact your Corinthian Plan Area Representative or Duncan Smith (Director) if you have any questions. 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