



## FAQ – Health Insurance

### WHAT IS IT?

If you have an employer sponsored health care coverage, both the Employee and Employer contributions must be included on the Employees' W2s in box 12DD. For more information go to:

<https://www.irs.gov/affordable-care-act/form-w-2-reporting-of-employer-sponsored-health-coverage>

### WHERE DO I GET THE INFORMATION?

You can obtain the amounts from your insurance statements.

### WHAT DOES PAYDATA NEED FROM ME – AND WHEN DO THEY NEED IT?

The employee insurance contributions need to be set up as a scheduled ED. This will ensure that they are being deducted from the employee's paycheck each payroll.

Many employers also set up the employer's contribution as a schedule ED to occur with each payroll. This prevents the need to make year-end adjustments. If you don't currently have this set up but would like to, please contact your CSR.

If we haven't been posting the employer contribution with each payroll, then you will need to determine what the year-to-date amounts should be so that they can be entered into payroll and included on the W2.

These need to be posted no later than your last scheduled payroll in December.

### HOW DO I SUBMIT THE INFORMATION TO PAYDATA?

If you are a Remote Evolution or Evolution Payroll user, you can enter the information into payroll yourself. Otherwise, you can log into our secure portal, create a case and attach all pertinent information. Your CSR will receive an email notifying them that you have submitted a case.

If you don't have a login to the secure portal, you can go to our website and request a login. Go to [www.paydata.com/client-login](http://www.paydata.com/client-login), and in the Client Portal section, "[click here](#)" to request a login. Please keep in mind that only the Primary Contact of a company will be provided with a login.