

September 2013

Dear Clients and Friends:

Reminder of Health Care Exchange Notice Distribution Requirement

We are reminding employers who have not already distributed the Health Care Exchange Notice to employees that we are rapidly approaching the deadline. As a courtesy, we are providing you information about the Exchange Notice below. If you have not already distributed the Notice, we recommend you begin this process immediately. **Please remember that ALL employees must receive this notice, regardless of plan eligibility.** A Legislative Brief covering the Exchange Notice Requirements for Employers is located at <http://mangoldcpa.com/documents/Exchange-Notice-Requirements-for-Employers-9-5-13.pdf>

Please also remember that 10/1/13 is only the start of the requirement. There will be an ONGOING requirement to provide this notice to new hires.

- New Hires-Employers must provide the notice to each new employee at the time of hiring beginning **October 1, 2013**. For 2014, the DOL will consider a notice to be provided at the time of hiring if the notice is provided within **14 days** of an employee's start date.
- Current Employees-With respect to employees who are current employees before Oct. 1, 2013, employers are required to provide the notice no later than **October 1, 2013**.

A simplified Sample Exchange Notice that meets all required content specifications is located at <http://mangoldcpa.com/documents/Sample-Exchange-Notice.pdf> It requires minor customization. An optional cover letter to provide should you choose to provide additional clarification for employees is at <http://mangoldcpa.com/documents/Exchange-Notice-Cover-Letter.pdf>

This letter is intended to provide general information and not to provide legal or accounting advice. If you need assistance, please reply to this email and we will give you the name of a health care insurance specialist.

Sincerely,

Thomas Mangold, CPA / ABV / CITP

President