



Elevanta Health Reporting & Filing Schedule			
	Frequency	Deadline	Late Penalties
Elevanta Health Administration:			
Invoice	Monthly	Uploaded within the 3rd full week of each month	N/A
Elevanta Health Reporting Fee (\$50)	Monthly	Drafted on monthly invoice	N/A
Invoice ACH Draft	Monthly	Drafted on the first business day of each month	Fees for returned payments
IRS Employee Distribution:			
Health Documents: Amendments- Summary Plan Descriptions (SPDs) and HIPPA Privacy Notice	Annually	Due to employees within 60 days of enrollment into medical, dental, or vision.	Yes
Reporting: W-2 Health Insurance Report	Annually	Employer must distribute to employees by January 31st . Elevanta will send to employer by the 1st week of December.	Yes
Filing (IRS): 1094 & 1095 Employer Reporting	Annually	Employer must distribute to employees and file by February 28th (paper) OR March 31st (electronically) . Elevanta will send to employer by the 2nd week of December.	Yes
Medicare Part D Notice	Annually	Distribute to employees within 90 days of annual enrollment or within 90 days of an employee's initial enrollment in a medical plan.	Yes
IRS Filing & Reporting:			
Reporting: Summary Annual Report (SAR)	Annually	January 30th	Yes
Form (IRS): 720 PCORI Fee	Annually	July 31st	Yes
Form (IRS): 5500 IRS Filing	Annually	November 30th	Yes