



Important: Action Required for ACA Compliance

If you have already completed our ACA questionnaire, great job and please disregard. If you have not completed, then please do so by tomorrow!

In order to move forward with ACA processing with *HowardSimon* Payroll Services, we are asking all clients to complete a short questionnaire by [clicking here](#). Please complete *no later than Friday, November 13, 2015*.

If you are unfamiliar with any terminology, please refer to the IRS instructions for Forms 1094-C and 1095-C found [here](#). The IRS also has an extensive amount of information on ACA compliance for employers which can be found by clicking [here](#).

To remain in compliance with ACA regulations and to properly complete filing requirements, clients of *HowardSimon* Payroll Services must provide us with updated information regarding your organization. For questions regarding ACA filing requirements and the services provided by *HowardSimon*, please feel free to contact our client support team by e-mailing support@hsimon.com.

Thank you!

HowardSimon