



Mail Stop: 21104A
P.O. Box 1309
Minneapolis, MN 55440-1309

<<Date>>

<<Address>>

Dear <<CLIENT NAME>>,

The IRS uses Social Security Numbers (SSNs) to make sure you have minimum essential health coverage. Minimum essential health coverage counts any month where you or a family member had a single day of coverage. This is part of the Affordable Care Act (ACA).

We're collecting SSNs from you and your covered family members to meet our requirement of reporting your coverage to the IRS. The IRS uses your SSN to identify you. Not giving them your SSN may result in a \$50 fee to you from the IRS. Once we report your information to the IRS, they'll use your SSN to match what you filed on your tax return.

What do I need to do?

To make sure we provide the IRS with the right information, we're asking members to complete the enclosed form. We've also included a return envelope you can use to send us your completed form. We'll submit your SSN to the IRS as part of our health plan ACA reporting requirements.

Is my information safe?

Yes. Your information is kept with our enrollment files. All of our enrollment files are safe and secure following required guidelines by law.

Questions?

If you have questions, call HealthPartners Member Services at **877-644-3311**. We're ready to help Monday through Friday, from 8 a.m. to 5 p.m.

Thanks for your partnership!

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Aebischer".

Scott Aebischer
Senior Vice President, Customer Service

Enclosures: MEC Form, Reply Envelope



Check out these frequently asked questions to understand how we'll handle your information. #

Q Why do you need my Social Security Number (SSN)?

A The IRS uses SSNs to verify coverage for each individual.

Health plan carriers, like HealthPartners, are required to report health coverage for members and their dependents. As a carrier, we're required to ask members for their SSN three times, if we don't have one on file. Even if coverage was for one day of the year, we're still required to report to the IRS.

Q What will you do with my SSN?

A We'll submit your SSN to the IRS to verify your health coverage. Your SSN will be stored with our enrollment data files. Information in our enrollment data files is safe and secure. Your employer does have access to the enrollment data file for plan administration purposes, including IRS reporting as required by the ACA.

Q How will you keep my information safe?

A We've included a return envelope to transfer your information. Our staff is trained in privacy and security. Your information is kept safe and secure with our enrollment files.

Q How will you dispose of my information?

A We'll keep an electronic copy with our enrollment files. Enrollment files can only be accessed by authorized individuals. We'll dispose of the paper file in a secure bin for shredding.

Q Can you get my SSN from my employer?

A If your health coverage is through your employer, you can ask them if you have the option to send your SSN to us through their health plan enrollment process. Some employers will have this option, but not all will.

The only other way we can collect SSNs from your employer is if you included the information on your enrollment application. You can include your SSN during your company's next open enrollment period.

Q What will HealthPartners send me for my tax purposes?

A We'll send you a Health Coverage Statement (Form 1095-B) in the mail by Jan. 31. If your health coverage is through your employer and their health plan is self-insured, your employer will send you this statement.



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Social Security Number (SSN) outreach for Minimum Essential Coverage (MEC)

Contract number	
Group number	
Policyholder	

Complete the blank sections below and return this page using the return envelope. Our staff is trained in privacy and security. Your information is kept safe and secure with our enrollment files.

Member name	Member number	Social Security Number
John Doe	123456	On file
Jane Doe	123457	On file
Jonny Doe	123654	
Janie Doe	123987	