



# ACA Data Quality Checklist

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## Common Data Errors to Avoid

Even the cleanest data has a few issues at reporting time. These are the most common errors we see coming through our clients' data feeds. Be sure you check for these basic items when preparing compliance reporting to avoid IRS submission failures.

- Employment and Benefits Date Order** - Make sure dates follow the proper chronological order: Hire Date < Benefit Start Date < Benefit Termination Date and Employment Termination Date (Can be same as or before Benefit Termination Date).
- Malformed data** - The data is not in the correct format. For example, hire date should be a date value and employee name should be text.
- Invalid Postal Code** - The postal ZIP Code doesn't have the correct number of digits, has special characters, is blank or is not confirmed by USPS.
- Bad SSN** - The employee's Social Security Number doesn't have the correct number of digits or doesn't meet the requirements set by the Social Security Administration for a valid SSN.
- Missing data** - The record is missing required data like employee name or address.
- Missing hours** - The number of hours worked is necessary information for tracking employee eligibility. If it is not provided or is incorrect, then the employee's determination of eligibility could be impacted.
- Hours before hire date** - Sometimes this is normal (e.g., employee orientation). Often however, it is an indication of an incorrect hire date.
- Hours post termination date** - Similar to hours before hire, this can be normal (e.g., a last paycheck or payout post-term). However, it often indicates an incorrect termination date.

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Tango Health makes ACA Compliance easier with a full-service solution. We guide our clients throughout the year to keep them on track - from aggregating data, to filing with the IRS, to helping respond to penalty notices. If your current ACA Compliance vendor is falling short, we are ready to help.