

E0999999

December 6, 2022



E0999999  
Dummy Customer  
Dummy St  
Dummy City DS Dzip

**RE: CAA SECTION 204 RX REQUIRED REPORTING**

Dear Administrator:

You recently received a communication regarding your required compliance with the Consolidated Appropriations Act Section 204 Rx Reporting. You can access that communication as well as a FAQ in the news section of the Administrator's portal, or by going to [www.cbsservices.org/caa.html](http://www.cbsservices.org/caa.html). As a member of the Employee Benefit Trust (EBT), by law, the employer is responsible for this reporting requirement, however, with your cooperation, Christian Brother Services will submit this reporting on behalf of the EBT members. The first reports for calendar years 2020 and 2021 are due by December 27, 2022. Subsequent reports will be due annually on June 1 for the preceding year.

This data must be submitted annually through a web portal that has been set up by the Centers for Medicare & Medicaid Services (CMS). Christian Brothers Services along with its vendor partner, Express Scripts Inc., will be providing an aggregate file of all claims data for the respective reporting periods. In addition to the claims information, certain employer information must be submitted.

**Note: Christian Brothers Services will submit this additional identification and plan information on your behalf, however, in order to do so we need your verification of the information we have on file.**

**Please respond by Wednesday, December 14.**

If there is a blank field or 0/NULL in the merged data below this means, we do NOT have the information and need you to supply this. We are required to report the division of the total premium paid between you, the employer, and the employees. Below we have provided the total annual contributions (premium) for your organization. you must provide us with either (i) the percentage of the premium paid by you as the employer: or (ii) the total dollar amount paid by you as the employer. If you do not provide us with this information, we will report the total contributions (premiums) as employer paid.

**Note: For Calendar years 2020 and 2021, a best estimate is allowed, however, it is important to note that for 2022 and beyond the data must be 100% accurate.**

Below are your locations that were active during 2020 and 2021, the total paid 2020 and 2021 Contributions (Premiums) for Medical/Rx Coverage as well as the number of enrolled lives for the December billing for each of those years.

In addition to reporting enrolled lives at year end, the Act also requires that group size be reported, which is based on the total number of employees, whether or not benefit eligible, seasonal, or part-time. As such, please provide the average number of employees for each year in the tables below.

Should you have any questions, please email us at [cbebt@cbsecurities.org](mailto:cbebt@cbsecurities.org) and a representative will respond to your question(s) timely. Once again, this is required reporting based on the Consolidated Appropriations Act. As such it is imperative you complete this information timely so that we may file the reporting on behalf of all Trust members. Your swift attention to this matter is very much appreciated.

Thank you for the privilege of serving you.

Average # of employees in 2020	
Average # of employees in 2021	
Average # of employees in 2022	

Location Name			Address, City, State Zip				
Dummy Location			Dummy St, Dummy City, DS Dzip				
Loc#	Tax ID	2020 Premium	2020 ER Portion	2020 YE Lives	2021 Premium	2021 ER Portion	2021 YE Lives
99999	999999999	99,999.00		99	99,999.00		99