

## Checklist for Preparing and E-Filing a Health Insurance Claims Assessment (HICA) Annual Return

If any of the following apply, please contact the Michigan Department of Treasury (Treasury) at (517) 636-0515 for assistance **before** e-filing your HICA annual return:

- You have not submitted Form 4926, *Electronic Funds Transfer Application – Health Insurance Claims Assessment (HICA)*.
- Your business is located outside of the United States.

Prior to e-filing your HICA annual return, please have the following information available:

- ✓ **Form 4926, *Electronic Funds Transfer Application – Health Insurance Claims Assessment (HICA)***
  - The Account Number [Federal Employer Identification Number (FEIN), Michigan Establishment (ME) Number, or Treasury-Issued (TR) Number] and Zip Code that is on file with Treasury is needed to e-file your annual return.
- ✓ **Form 4930, *Quarterly Worksheet for Health Insurance Claims Assessment (HICA)***
  - For all quarters being reported on the annual return.
- ✓ **Form 5015, *HICA Instruction Booklet***

### Other Helpful Information

The HICA annual return located on Treasury's secure Web site has certain features in place to help prevent errors for improved return accuracy. If an error is detected, a message is displayed to allow the filer to immediately correct the mistake before the return is submitted.

- Most lines on the HICA annual return are required and will not let the filer move on until a value is entered, even if the value to be entered is zero.
- Enter all amounts in whole dollars. Round down amounts of 49 cents or less, round up amounts of 50 cents or more.
- Some lines on the HICA annual return are calculated on the filer's behalf based upon prior line item entries, and do not allow the filer to enter a different value.
- If a tax preparer is filing the HICA annual return, the Preparer Certification section is required in addition to the Certification section for the HICA filer.

Additional information about a certain line can be accessed by placing the cursor over the entry box for that line. Please see Form 5015, *HICA Instruction Booklet* for further guidance.