

Discrepancy Scenario #3(a): Form and Supporting Documentation Annual Enrollment Count Mismatch – Error on the 2015 Form

Discrepancy #3(a)	Form and Supporting Documentation mismatch with Annual Enrollment Count entered incorrectly on the 2015 Form	
Resolution	If	Then
	The transaction status has not settled	Cancel the original filing and Re-File, entering the correct Annual Enrollment Count and upload the accurate Supporting Documentation. Be sure to include the prior Pay.gov Tracking ID associated with the canceled Form filing.
	The transaction has settled, AND the Annual Enrollment Count on the Form was calculated incorrectly resulting in an under-reporting (under payment)	Re-file and enter the difference in the Annual Enrollment Count field and then upload the accurate Supporting Documentation. Be sure to include the prior Pay.gov Tracking ID associated with the prior Form filing.
The transaction has settled, AND the Annual Enrollment Count was calculated incorrectly resulting in an overpayment	Review the “Transitional Reinsurance Program – Timing of Contributions Refund Requests Due to Annual Enrollment Count Misreporting” April 2015 guidance. Email reinsurancecontributions@cms.hhs.gov for further assistance. Be sure to include the Pay.gov Tracking ID associated with the Form filing in question.	

Discrepancy #3(b): Form and Supporting Documentation Annual Enrollment Count Mismatch – Error in the Supporting Documentation

Discrepancy #3(b)	Form and Supporting Documentation mismatch with Annual Enrollment Count entered incorrectly on the Supporting Documentation.
Resolution	<ol style="list-style-type: none">1) Update the Supporting Documentation2) Duplicate the Form (note the Pay.gov Tracking ID)3) Select Resubmission as the Type of Filing4) Enter the Previous Pay.gov Tracking ID5) Upload the updated Supporting Documentation

* Type of Filing ?

New Re-Filing Resubmission Invoice