

Health Insurance Marketplace Notice Distribution Record

Employer: _____

Health Insurance Marketplace Notices were provide to our employees as follows:

For employees who were employed as of September 30, 2013, the notices were distributed as follows:

- Handed out to all employees
- Attached to paycheck
- First class mail to employee(s)
- By email, which included a notification that employees had the right to receive the Marketplace Notice in paper form upon request and without cost
- By posting to our corporate intranet site, and notifying all employees of the Marketplace Notice being posted there, along with notification that employees had the right to receive the Marketplace Notice in paper form upon request and without cost

For employees who began work for Employer on or after October 1, 2013, the notices will be distributed as follows:

- Included in New Hire Packets
- Handed to New Employees within 14 days of the start of employment
- Attached to first paycheck
- Mailed by first class mail to employee's address of record

- Delivered electronically by email, which included a notification that employees had the right to receive the Marketplace Notice in paper form upon request and without cost
- Notifying new employee by email about the availability of the Marketplace Notice on our corporate intranet site, and included notification that employees had the right to receive the Marketplace Notice in paper form upon request and without cost

This distribution record was completed on _____.

Signature

Printed Name and Title