

# Application for Exemption from the Shared Responsibility Payment for Individuals who are Unable to Afford Coverage and are in a State with a Federally Facilitated Marketplace

THINGS TO KNOW



## Use this application to apply for an exemption from the shared responsibility payment

- Starting in 2014, every person needs to have health insurance or make a payment on his or her federal income tax return. This is called the “shared responsibility payment.”
- Some people are exempt from making this payment. This application includes one category of exemption. There are other applications for other categories of exemptions, and you’ll also see some exemption categories when you file your federal income tax return.
- You don’t need to ask for an exemption if you’re not going to file a federal income tax return because your income is below the filing threshold. If you aren’t sure, you may want to ask for an exemption.



## Who can use this application?

- **Use this application if you’re unable to afford coverage. If you get this exemption, you may be able to buy catastrophic coverage.**
- Use this application to ask for an exemption for months in the future. If you want this exemption for a whole calendar year, you need to request it before the year starts. You can also claim an exemption on your federal income tax return if you’re unable to afford coverage.
- You can use one application to ask for this exemption for more than one person in your tax household.



## What you need to apply

- Social Security numbers (SSNs), if you have them.
- Employer and income information for everyone in your family (for example, from pay stubs, W-2 forms, or wage and tax statements.)
- Information about any job-related health insurance available to your family.
- Proof of your yearly income for 2014. See page 9 for examples of documents you can send.



## Why do we ask for this information?

We ask for Social Security numbers and other information to make sure your exemption is counted when you file your federal income tax return. **We’ll keep all the information you give private and secure, as required by law.** To view the Privacy Act Statement, go to [HealthCare.gov](http://HealthCare.gov) or see instructions.



## What happens next?

Send your complete, signed application to the address on page 8. We’ll follow-up with you within 1–2 weeks and let you know if we need additional information. If you get this exemption, we’ll give you an Exemption Certificate Number that you’ll put on your federal income tax return. If you don’t hear from us, visit [HealthCare.gov](http://HealthCare.gov), or call the Health Insurance Marketplace Help Center at **1-800-318-2596**. TTY users should call **1-855-889-4325**.



## Get help with this application

- **Online:** [HealthCare.gov](http://HealthCare.gov).
- **Phone:** Call the Health Insurance Marketplace Call Center at **1-800-318-2596**.
- **In person:** There may be counselors in your area who can help. Visit [HealthCare.gov](http://HealthCare.gov) or call **1-800-318-2596** for more information.
- **En Español:** Llame a nuestro centro de ayuda gratis al **1-800-318-2596**.



**NEED HELP WITH YOUR APPLICATION?** Visit [HealthCare.gov](http://HealthCare.gov) or call us at **1-800-318-2596**. Para obtener una copia de este formulario en Español, llame **1-800-318-2596**. If you need help in a language other than English, call **1-800-318-2596** and tell the customer service representative the language you need. We’ll get you help at no cost to you. TTY users should call **1-855-889-4325**.

## STEP 1 Tell us about yourself.

(We need one adult in the tax household to be the contact person for your application.)

Are you in Alabama, Alaska, Arizona, Arkansas, Delaware, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Louisiana, Maine, Michigan, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Virginia, West Virginia, Wisconsin, or Wyoming?

**YES.** Fill out this application.

**NO.** Visit [HealthCare.gov](https://www.healthcare.gov), or call 1-800-318-2596 to find out how to apply for this exemption.

1. First name		Middle name		Last name		Suffix	
2. Home address (Leave blank if you don't have one.)						3. Apartment or suite number	
4. City		5. State	6. ZIP code		7. County		
		[ ][ ]	[ ][ ][ ][ ][ ]				
8. Mailing address (if different from home address)						9. Apartment or suite number	
10. City		11. State	12. ZIP code		13. County		
		[ ][ ]	[ ][ ][ ][ ][ ]				
14. Phone number ( [ ][ ][ ] ) [ ][ ][ ] - [ ][ ][ ][ ]				15. Other phone number ( [ ][ ][ ] ) [ ][ ][ ] - [ ][ ][ ][ ]			
16. Do you want to get information about this application by email? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Email address: _____							
17. What is your preferred spoken or written language (if not English)? _____ _____							

## STEP 2 Tell us about your family.

### Who do you need to include on this application?

Tell us about all the family members who live with you. If you file taxes, we need to know about everyone on your federal income tax return. (If you get this exemption, you'll need to file taxes to use it.) If you get this exemption, we'll give you an Exemption Certificate Number with your approval letter. Keep this for your records. You'll need to put this number on your federal income tax return at the time you file taxes.

#### DO Include:

- Your spouse
- Your children under 21 who live with you
- Your unmarried partner who needs health coverage
- Anyone you put on your tax return, even if they don't live with you
- Anyone else under 21 you take care of and who lives with you

#### You DON'T have to include:

- Your unmarried partner who doesn't need health coverage
- Your unmarried partner's children
- Your parents who live with you, but file their own tax return (if you're over 21)
- Other adult relatives who file their own tax return

This information helps us make sure everyone gets the exemption that they qualify for.

### Complete Step 2 for each person in your family.

Start with yourself, then add other adults and children. If you have more than 2 people in your family, you'll need to make copies of pages 5-7 and attach them. You don't need to provide immigration status or a Social Security number (SSN) for family members who don't need an exemption. We'll keep all the information you provide private and secure, as required by law. We'll use personal information only to check if you're eligible for an exemption.



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## STEP 2: PERSON 1

Complete Step 2 for yourself, your spouse/partner and children who live with you and/or anyone on your same federal income tax return if you file one. See page 1 for more information about who to include. If you don't file a tax return, remember to still add family members who live with you.

1. First name	Middle name	Last name	Suffix
2. Relationship to you <b>SELF</b>		3. Date of birth (mm/dd/yyyy) □□ / □□ / □□□□	4. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female

5. Social Security number (SSN) □□□□ - □□ - □□□□□□

**If you're requesting an exemption for yourself and you have an SSN, you must provide it. You aren't required to have an SSN to get this exemption. If you're not requesting an exemption for yourself, providing your SSN can be helpful because it can speed up the application process.** We use SSNs to check income and other information to see who is eligible for an exemption, and to help make sure that if you get an exemption, it's applied correctly on your taxes. If you need help getting an SSN, visit [socialsecurity.gov](https://www.socialsecurity.gov), or call **1-800-772-1213**. TTY users should call **1-800-325-0778**.

### 6. Tell us about the federal income tax return that you plan to file.

a. Will you file jointly with a spouse?  Yes  No

**If yes**, name of spouse: \_\_\_\_\_

b. Will you claim any dependents on his or her tax return?  Yes  No

**If yes**, list name(s) of dependents: \_\_\_\_\_

c. Will you be claimed as a dependent on someone's tax return?  Yes  No

**If yes**, please list the name of the tax filer: \_\_\_\_\_

How are you related to the tax filer? \_\_\_\_\_

7. Do you need this exemption?  **YES**.  **NO**. **If no**, leave the rest of the page blank.

### 8. If Hispanic/Latino, ethnicity (OPTIONAL—check all that apply.)

Mexican  Mexican American  Chicano/a  Puerto Rican  Cuban  Other \_\_\_\_\_

### 9. Race (OPTIONAL—check all that apply.)

<input type="checkbox"/> White	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Filipino	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Guamanian or Chamorro
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Japanese	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Samoan
	<input type="checkbox"/> Chinese	<input type="checkbox"/> Korean	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Other Pacific Islander
				<input type="checkbox"/> Other _____



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**STEP 2: PERSON 1** (Continue with yourself)

**Current job & income information**

**Employed:** If you're currently employed, tell us about your income. Start with question 10.

**Not employed:** Skip to question 20.

**Self-employed:** Skip to question 19.

**CURRENT JOB 1:**

10. Employer name

a. Employer address

b. City	c. State [ ][ ]	d. ZIP code [ ][ ][ ][ ][ ]	11. Employer phone number ( [ ][ ][ ] ) [ ][ ][ ] - [ ][ ][ ][ ]
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12. Wages/tips (before taxes) \$ [ ][ ][ ][ ][ ][ ]	<input type="checkbox"/> Hourly	<input type="checkbox"/> Weekly	<input type="checkbox"/> Every 2 weeks	13. Average hours worked each WEEK [ ][ ][ ]
	<input type="checkbox"/> Twice a month	<input type="checkbox"/> Monthly	<input type="checkbox"/> Yearly	

**CURRENT JOB 2:** (If you have more jobs and need more space, attach another sheet of paper.)

14. Employer name

a. Employer address

b. City	c. State [ ][ ]	d. ZIP code [ ][ ][ ][ ][ ]	15. Employer phone number ( [ ][ ][ ] ) [ ][ ][ ] - [ ][ ][ ][ ]
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16. Wages/tips (before taxes) \$ [ ][ ][ ][ ][ ][ ]	<input type="checkbox"/> Hourly	<input type="checkbox"/> Weekly	<input type="checkbox"/> Every 2 weeks	17. Average hours worked each WEEK [ ][ ][ ]
	<input type="checkbox"/> Twice a month	<input type="checkbox"/> Monthly	<input type="checkbox"/> Yearly	

18. In the past year, did you:  Change jobs  Stop working  Start working fewer hours  None of these

**19. If self-employed, answer the following questions:**

a. Type of work: \_\_\_\_\_

b. How much net income (profits once business expenses are paid) will you get from this self-employment this month? (See instructions.) \$ [ ][ ][ ][ ][ ][ ]

20. **OTHER INCOME THIS MONTH:** Check all that apply, and give the amount and how often you get it. Check here if none.

**NOTE:** You don't need to tell us about child support, veteran's payment, Supplemental Security Income (SSI), or old age, survivor's, or disability benefits from Social Security that aren't taxable.

<input type="checkbox"/> Unemployment \$ [ ][ ][ ][ ]	How often? _____	<input type="checkbox"/> Alimony received \$ [ ][ ][ ][ ]	How often? _____
<input type="checkbox"/> Pension \$ [ ][ ][ ][ ]	How often? _____	<input type="checkbox"/> Net farming/fishing \$ [ ][ ][ ][ ]	How often? _____
<input type="checkbox"/> Social Security \$ [ ][ ][ ][ ]	How often? _____	<input type="checkbox"/> Net rental/royalty \$ [ ][ ][ ][ ]	How often? _____
<input type="checkbox"/> Retirement accounts \$ [ ][ ][ ][ ]	How often? _____	<input type="checkbox"/> Other income \$ [ ][ ][ ][ ]	How often? _____
		Type: _____	

21. **DEDUCTIONS:** Check all that apply, and give the amount and how often you get it.

**NOTE:** You shouldn't include a cost that you already considered in your answer to net self-employment (question 19).

<input type="checkbox"/> Alimony paid \$ [ ][ ][ ][ ]	How often? _____	<input type="checkbox"/> Other deductions \$ [ ][ ][ ][ ]	How often? _____
<input type="checkbox"/> Student loan interest \$ [ ][ ][ ][ ]	How often? _____	Type: _____	

22. **YEARLY INCOME:** Complete only if your income changes from month to month. If you don't expect changes to your monthly income, skip to the next person. ➔

Your total income <b>this year</b> \$ [ ][ ][ ][ ][ ][ ]	Your total income <b>next year</b> (if you think it will be different) \$ [ ][ ][ ][ ][ ][ ]
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23. If your employer withholds some of your wages and use them to pay for health insurance, list the amount that is withheld each year:

\$ [ ][ ][ ][ ][ ][ ]



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## STEP 2: PERSON 1 (Continue with yourself)

### 24. Are you offered health coverage from a job?

Check yes even if the coverage is from someone else's job, such as a parent or spouse.

- YES.** If yes, you'll need to complete and include Appendix A, and then skip to Step 3. Is this a state employee benefit plan?  Yes  No
- NO.** If no, answer all the questions below for other health coverage.

### OTHER HEALTH COVERAGE:

### 25. Are you enrolled in health coverage now from the following?

- YES.** If yes, check the type of coverage.  **NO.**

- |  |   |
|--|---|
| <input type="checkbox"/> Medicaid  | <input type="checkbox"/> Employer insurance   |
| <input type="checkbox"/> CHIP  | Is this COBRA coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No        |
| <input type="checkbox"/> Medicare  | Is this a retiree health plan? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> TRICARE (Don't check if you have direct care or Line of Duty) | <input type="checkbox"/> Other  |
| <input type="checkbox"/> VA health care programs                                       | Is this a limited-benefit plan (like a school accident policy)?                         |
| <input type="checkbox"/> Peace Corps   | <input type="checkbox"/> Yes <input type="checkbox"/> No                                |

26. Are you pregnant?  Yes.  No. a. If yes, how many babies are expected during this pregnancy?

27. Do you live with at least one child under 19, and are you the main person taking care of this child?  Yes  No

28. Are you a full-time student?  Yes  No

29. Were you in foster care at age 18 or older?  Yes  No

30. Within the past 6 months, have you used tobacco regularly (4 or more times per week on average excluding religious or ceremonial uses)?  
 Yes  No

31. Are you a U.S. citizen or U.S. national?  Yes  No

32. If you aren't a U.S. citizen or U.S. national, do you have eligible immigration status? (See instructions.)

- Yes. Fill in your document type and ID number below.

a. Immigration document type:

\_\_\_\_\_

b. Document ID number

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c. Have you lived in the U.S. since 1996?

- Yes  No

d. Are you, or your spouse or parent, a veteran or an active-duty member of the U.S. military?  Yes  No

**THANKS! This is all we need to know about you.**



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FFM-AFFORDABILITY

**STEP 2: PERSON 2**

If you have more than two people to include, make a copy of Step 2: Person 2 (pages 5, 6 and 7) and complete.

Complete Step 2 for yourself, your spouse/partner and children who live with you and/or anyone on your same federal income tax return if you file one. See page 1 for more information about who to include. If you don't file a tax return, remember to still add family members who live with you.

1. First name	Middle name	Last name	Suffix
2. Relationship to you		3. Date of birth (mm/dd/yyyy) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	4. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
5. Social Security number (SSN) <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			

**If you're requesting an exemption for PERSON 2, and PERSON 2 has an SSN, you must provide it. PERSON 2 isn't required to have an SSN to get this exemption. If you're not requesting an exemption for PERSON 2, providing PERSON 2's SSN can be helpful because it can speed up the application process.** We use SSNs to check income and other information to see who is eligible for an exemption, and to help make sure that if PERSON 2 gets an exemption, it's applied correctly on their taxes. If PERSON 2 needs help getting an SSN, visit [socialsecurity.gov](https://www.socialsecurity.gov), or call **1-800-772-1213**. TTY users should call **1-800-325-0778**.

**6. Tell us about the federal income tax return that PERSON 2 plans to file.**

a. Will PERSON 2 file jointly with a spouse?  Yes  No

**If yes**, name of spouse: \_\_\_\_\_

b. Will PERSON 2 claim any dependents on his or her tax return?  Yes  No

**If yes**, list name(s) of dependents: \_\_\_\_\_

c. Will PERSON 2 be claimed as a dependent on someone's tax return?  Yes  No

**If yes**, please list the name of the tax filer: \_\_\_\_\_

How are you related to the tax filer? \_\_\_\_\_

7. Does PERSON 2 need this exemption?

**YES**.  **NO**. **If no**, leave the rest of the page blank.

**8. If Hispanic/Latino, ethnicity (OPTIONAL—check all that apply.)**

Mexican  Mexican American  Chicano/a  Puerto Rican  Cuban  Other \_\_\_\_\_

**9. Race (OPTIONAL—check all that apply.)**

<input type="checkbox"/> White	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Filipino	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Guamanian or Chamorro
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Japanese	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Samoan
	<input type="checkbox"/> Chinese	<input type="checkbox"/> Korean	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Other Pacific Islander
				<input type="checkbox"/> Other _____



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## STEP 2: PERSON 2

### Current job & income information

**Employed:** If PERSON 2 is currently employed, tell us about his or her income. Start with question 10.

**Not employed:** Skip to question 20.

**Self-employed:** Skip to question 19.

#### CURRENT JOB 1:

10. Employer name

a. Employer address

b. City	c. State [ ][ ]	d. ZIP code [ ][ ][ ][ ][ ]	11. Employer phone number ( [ ][ ][ ] ) [ ][ ][ ] - [ ][ ][ ][ ]
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12. Wages/tips (before taxes) \$ [ ][ ][ ][ ][ ][ ]	<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Every 2 weeks	13. Average hours worked each WEEK [ ][ ][ ]
	<input type="checkbox"/> Twice a month <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly	

#### CURRENT JOB 2: (If PERSON 2 has more jobs, attach another sheet of paper.)

14. Employer name

a. Employer address

b. City	c. State [ ][ ]	d. ZIP code [ ][ ][ ][ ][ ]	15. Employer phone number ( [ ][ ][ ] ) [ ][ ][ ] - [ ][ ][ ][ ]
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16. Wages/tips (before taxes) \$ [ ][ ][ ][ ][ ][ ]	<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Every 2 weeks	17. Average hours worked each WEEK [ ][ ][ ]
	<input type="checkbox"/> Twice a month <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly	

18. In the past year, did PERSON 2:  Change jobs     Stop working     Start working fewer hours     None of these

#### 19. If PERSON 2 is self-employed, answer the following questions:

a. Type of work: \_\_\_\_\_

b. How much net income (profits once business expenses are paid) will PERSON 2 get from this self-employment this month? (See instructions.) \$ [ ][ ][ ][ ][ ][ ]

20. **OTHER INCOME THIS MONTH:** Check all that apply, and give the amount and how often PERSON 2 gets it. Check here if none.

**NOTE:** You don't need to tell us about PERSON 2's child support, veteran's payment, Supplemental Security Income (SSI), or old age, survivor's, or disability benefits from Social Security that aren't taxable.

<input type="checkbox"/> Unemployment \$ [ ][ ][ ][ ][ ] How often? _____	<input type="checkbox"/> Alimony received \$ [ ][ ][ ][ ][ ] How often? _____
<input type="checkbox"/> Pension \$ [ ][ ][ ][ ][ ] How often? _____	<input type="checkbox"/> Net farming/fishing \$ [ ][ ][ ][ ][ ] How often? _____
<input type="checkbox"/> Social Security \$ [ ][ ][ ][ ][ ] How often? _____	<input type="checkbox"/> Net rental/royalty \$ [ ][ ][ ][ ][ ] How often? _____
<input type="checkbox"/> Retirement accounts \$ [ ][ ][ ][ ][ ] How often? _____	<input type="checkbox"/> Other income \$ [ ][ ][ ][ ][ ] How often? _____ Type: _____

21. **DEDUCTIONS:** Check all that apply, and give the amount and how often PERSON 2 gets it.

**NOTE:** You shouldn't include a cost that you already considered in your answer to net self-employment (question 19).

<input type="checkbox"/> Alimony paid \$ [ ][ ][ ][ ][ ] How often? _____	<input type="checkbox"/> Other deductions \$ [ ][ ][ ][ ][ ] How often? _____ Type: _____
<input type="checkbox"/> Student loan interest \$ [ ][ ][ ][ ][ ] How often? _____	

22. **YEARLY INCOME:** Complete only if PERSON 2's income changes from month to month. If you don't expect changes to PERSON 2's monthly income, skip to the next person. ➔

PERSON 2's total income <b>this year</b> \$ [ ][ ][ ][ ][ ][ ][ ]	PERSON 2's total income <b>next year</b> (if you think it will be different) \$ [ ][ ][ ][ ][ ][ ][ ]
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23. If PERSON's employer withholds some of their wages and use them to pay for health insurance, list the amount that is withheld each year:  
\$ [ ][ ][ ][ ][ ][ ][ ]



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## STEP 2: PERSON 2

### 24. Is PERSON 2 offered health coverage from a job?

Check yes even if the coverage is from someone else's job, such as a parent or spouse.

- YES.** If yes, you'll need to complete and include Appendix A, and then skip to Step 3. Is this a state employee benefit plan?  Yes  No
- NO.** If no, answer all the questions below for other health coverage.

### OTHER HEALTH COVERAGE:

### 25. Is PERSON 2 enrolled in health coverage now from the following?

- YES.** If yes, check the type of coverage.  **NO.**

Medicaid

CHIP

Medicare

TRICARE (Don't check if you have direct care or Line of Duty)

VA health care programs

Peace Corps

Employer insurance

Is this COBRA coverage?  Yes  No

Is this a retiree health plan?  Yes  No

Other

Is this a limited-benefit plan (like a school accident policy)?

Yes  No

26. Is PERSON 2 pregnant?  Yes  No a. If yes, how many babies are expected during this pregnancy?

27. Does PERSON 2 live with at least one child under 19, and is PERSON 2 the main person taking care of this child?  Yes  No

28. Is PERSON 2 a full-time student?  Yes  No

29. Was PERSON 2 in foster care at age 18 or older?  Yes  No

30. Within the past 6 months, have you used tobacco regularly (4 or more times per week on average excluding religious or ceremonial uses)?  
 Yes  No

31. Is PERSON 2 a U.S. citizen or U.S. national?  Yes  No

32. If PERSON 2 isn't a U.S. citizen or U.S. national, do they have eligible immigration status? (See instructions.)

- Yes. Fill in PERSON 2's document type and ID number below.

a. Immigration document type:

\_\_\_\_\_

b. Document ID number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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c. Has PERSON 2 lived in the U.S. since 1996?

Yes  No

d. Is PERSON 2, or PERSON 2's spouse or parent, a veteran or an active-duty member of the U.S. military?  Yes  No

**THANKS! This is all we need to know about PERSON 2.**



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## STEP 3 Read & sign this application.

- I'm signing this application under penalty of perjury, which means I've given true answers to all the questions on this form to the best of my knowledge. I know that I may be subject to penalties under federal law if I give false and/or untrue information.
- I know that under federal law, discrimination isn't permitted on the basis of race, color, national origin, sex, age, sexual orientation, gender identity, or disability. I can file a complaint of discrimination by visiting [www.hhs.gov/ocr/office/file](http://www.hhs.gov/ocr/office/file).
- Is anyone applying for an exemption on this application incarcerated (detained or jailed)?  Yes  No  
**If yes**, write the name of the person incarcerated here: \_\_\_\_\_  
 Check here if this person is pending disposition of charges.

We need this information to check your eligibility for an exemption if you choose to apply. We'll check your answers using information in our electronic databases and databases from the Internal Revenue Service (IRS), Social Security, the Department of Homeland Security, and/or a consumer reporting agency. If the information doesn't match, we may ask you to send us proof.

### What should I do if I think the results of my application are wrong?

If you don't agree with the results of your exemption application, you can ask for an appeal. Below is important information to consider when requesting an appeal:

- The Health Insurance Marketplace must receive your appeal request within 90 days of the date of the notice of the application results.
- You can have someone request or participate in your appeal if you want to. That person can be a friend, relative, lawyer, or other individual. Or, you can request and participate in your appeal on your own.
- The outcome of an appeal could change the eligibility of other members of your household.

To appeal the results of your exemption application, call **1-800-318-2596**. TTY users should call **1-855-889-4325**. You can also mail an appeal request form or your own letter requesting an appeal to **Health Insurance Marketplace – Exemption Processing**, 465 Industrial Blvd., London, KY 40741.

**Sign this application.** The person who filled out Step 1 should sign this application. If you're an authorized representative you may sign here, as long as you have provided the required information listed in Appendix B.

Signature	Date (mm/dd/yyyy)
	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

## STEP 4 Mail completed application and documents.

Mail your signed application and documents showing your yearly income (see examples on page 9) to:

**Health Insurance Marketplace – Exemption Processing**  
**465 Industrial Blvd.**  
**London, KY 40741**

### PRA Disclosure Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1190. The time required to complete this information collection is estimated to average 16 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.



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## STEP 5 Proof of Yearly Income

In order to approve you for this exemption, we need proof of your yearly income for 2014. Examples of documents you can send include:

- Wages and tax statement (W-2)
- Pay stub
- Letter from employer
- Self-employment ledger
- Cost of living adjustment letter and other benefit verification notices
- Lease agreement
- Copy of a check paid to the household member
- Bank or investment fund statement
- Document or letter from Social Security Administration (SSA)
- Form SSA 1099 Social Security benefits statement
- Letter from government agency for unemployment benefits

These documents don't necessarily need to be dated for 2014. For example, you can provide recent pay stubs if you don't expect your income to change in 2014. If you expect your income to go up or down in 2014, you can provide other documents, like a document that states when contract work will end. If any of your income comes from freelance work, you can fill out a self-employment ledger that includes your expected income.



# APPENDIX A: EXEMPTIONS

Form Approved  
OMB No. 0938-1191

## Health Coverage from Jobs

You **DON'T** need to answer these questions unless someone in the household is eligible for health coverage from a job. Attach a copy of this page for each job that offers coverage.

### Tell us about the job that offers coverage.

Take the Employer Coverage Tool on the next page to the employer who offers coverage to help you answer these questions. You only need to include this page when you send in your application, not the Employer Coverage Tool.

### Employee information

1. Employee name (First, Middle, Last)	2. Employee Social Security number □□□□ - □□ - □□□□□□
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### Employer information

3. Employer name	4. Employer Identification Number (EIN) □□ - □□□□□□□□	
5. Employer address	6. Employer phone number (□□□□) □□□□ - □□□□□□	
7. City	8. State □□	9. ZIP code □□□□□□
10. Who can we contact about employee health coverage at this job?		
11. Phone number (if different from above) (□□□□) □□□□ - □□□□□□	12. Email address	

### 13. Are you currently eligible for coverage offered by this employer, or will you become eligible in the next 3 months?

Yes (Continue)

13a. If you're in a waiting or probationary period, when can you enroll in coverage? (mm/dd/yyyy)

□□ / □□ / □□□□□□

List the names of anyone else who is eligible for coverage from this job.

Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_

No (Stop here and go to Step 5 in the application)

### Tell us about the health plan offered by this employer.

14. Does the employer offer a health plan that meets the minimum value standard\*?  Yes  No

15a. For the lowest-cost plan that meets the minimum value standard\* offered **only to the employee** (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if they don't get a discount for wellness programs, including smoking cessation programs.

a. How much would the employee have to pay in premiums for this plan? \$ □□□□□□

b. How often?  Weekly  Every 2 weeks  Twice a month  Once a month  Quarterly  Yearly

15b. For the lowest-cost plan that meets the minimum value standard\* offered **to the employee and family members requesting an exemption** (only include family plans for family members that do not already have an exemption): If the employer has wellness programs, provide the premium that the employee would pay if they don't get a discount for wellness programs, including smoking cessation programs.

a. How much would the employee have to pay in premiums for this plan? \$ □□□□□□

b. How often?  Weekly  Every 2 weeks  Twice a month  Once a month  Quarterly  Yearly

16. What change will the employer make for the new plan year (if known)?

Employer won't offer health coverage

Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.\* (Premium shouldn't reflect any discount for wellness programs. See question 15.)

a. How much will the employee have to pay in premiums for that plan? \$ □□□□□□

b. How often?  Weekly  Every 2 weeks  Twice a month  Once a month  Quarterly  Yearly

c. Date of change (mm/dd/yyyy): □□ / □□ / □□□□□□

\*An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986).



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# EMPLOYER COVERAGE TOOL: EXEMPTIONS

Use this tool to help answer questions in your Marketplace application, Appendix A. That part of the application asks about any employer health coverage that you're eligible for (even if it's from another person's job, like a parent or a spouse). The information in the numbered boxes below match the boxes in Appendix A. For example, you can use the answer to question 14 on this page to answer question 14 on Appendix A.

**Write your name and Social Security number in boxes 1 and 2 and ask the employer to fill out the rest of the form. Complete one tool for each employer that offers health coverage that you're eligible for.**

## EMPLOYEE information The employee needs to fill out this section.

1. Employee name (First, Middle, Last)	2. Employee Social Security Number [ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]
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## EMPLOYER information Ask the employer for this information.

3. Employer name	4. Employer Identification Number (EIN) [ ][ ] - [ ][ ][ ][ ][ ][ ][ ]	
5. Employer address (the Marketplace will send notices to this address)	6. Employer phone number ( [ ][ ][ ] ) [ ][ ][ ] - [ ][ ][ ][ ]	
7. City	8. State [ ][ ]	9. ZIP code [ ][ ][ ][ ][ ]

10. Who can we contact about employee health coverage at this job?	
11. Phone number (if different from above) ( [ ][ ][ ] ) [ ][ ][ ] - [ ][ ][ ][ ]	12. Email address

### 13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?

- Yes** (Go to question 13a.)  
13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? \_\_\_\_\_ (mm/dd/yyyy) (Go to next question)
- No** (STOP and return this form to employee)

### Tell us about the health plan offered by this employer.

Does the employer offer a health plan that covers an employee's spouse or dependent?

- Yes. Which people?  Spouse  Dependent(s)  
 No

(Go to question 14)

14. Does the employer offer a health plan that meets the minimum value standard\*?

- Yes (Go to question 15)  No (STOP and return this form to employee)

15a. For the lowest-cost plan that meets the minimum value standard\* offered **only to the employee** (don't include family plans):

If the employer has wellness programs, provide the premium that the employee would pay if they don't get a discount for wellness programs, including smoking cessation programs.

- a. How much would the employee have to pay in premiums for this plan? \$ [ ][ ][ ][ ][ ]  
b. How often?  Weekly  Every 2 weeks  Twice a month  Once a month  Quarterly  Yearly

15b. For the lowest-cost plan that meets the minimum value standard\* offered **to the employee and family members requesting an exemption** (only include family plans for family members that do not already have an exemption): If the employer has wellness programs, provide the premium that the employee would pay if they don't get a discount for wellness programs, including smoking cessation programs.

- a. How much would the employee have to pay in premiums for this plan? \$ [ ][ ][ ][ ][ ]  
b. How often?  Weekly  Every 2 weeks  Twice a month  Once a month  Quarterly  Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return this form to employee.

16. What change will the employer make for the new plan year?

- Employer won't offer health coverage  
 Employer will start offering health coverage to employees or change the premium for the lowest-cost plan that meets the minimum value standard\* and is available to the employee only. (Premium shouldn't reflect any discount for wellness programs. See question 15.)

- a. How much will the employee have to pay in premiums for that plan? \$ [ ][ ][ ][ ][ ]  
b. How often?  Weekly  Every 2 weeks  Twice a month  Once a month  Quarterly  Yearly  
c. Date of change (mm/dd/yyyy): [ ][ ] / [ ][ ] / [ ][ ][ ][ ]

\*An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986).

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## Assistance with completing this application

### You can choose an authorized representative.

You can give a trusted person permission to talk about this application with us, see your information, and act for you on matters related to this application, including getting information about your application and signing your application on your behalf. This person is called an “authorized representative.” If you ever need to change your authorized representative, contact the Marketplace. If you’re a legally appointed representative for someone on this application, submit proof with the application.

1. Name of authorized representative (First name, Middle name, Last name)				
2. Address			3. Apartment or suite number	
4. City		5. State	6. ZIP code	
		<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
7. Phone number ( <input type="text"/> <input type="text"/> <input type="text"/> ) <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
8. Organization name				
9. ID number (if applicable)				
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
By signing, you allow this person to sign your application, get official information about this application, and act for you on all future matters related to this application.				
10. Your signature			11. Date (mm/dd/yyyy)	
			<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

### For certified application counselors, navigators, agents, and brokers only.

Complete this section if you’re a certified application counselor, navigator, agent, or broker filling out this application for somebody else.

1. Application start date (mm/dd/yyyy)				
<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
2. First name, Middle name, Last name, & Suffix				
3. Organization name				
4. ID number (if applicable)			5. Agents/Brokers only: NPN number	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

