

Reminder

Issued date: 03/29/19

San Francisco HCSO & FCO Reporting Due April 30

As a reminder, covered employers under the San Francisco Health Care Security Ordinance (HCSO) and/or the Fair Chance Ordinance (FCO) need to complete the 2018 Employer Annual Reporting Form by **Monday, April 30, 2019**. The form can be submitted electronically via the website below. Covered employers may have received information from the Office of Labor Standards Enforcement (OLSE) regarding the annual reporting requirement in January.

The HCSO requires San Francisco's OLSE to collect information on an annual basis from covered employers regarding their health care expenditures. To avoid penalties, covered employers must complete the Employer Annual Reporting Form to report these expenditures.

Please note that the penalty for failing to timely submit the Employer Annual Reporting Form is \$500 per quarter.

If you were not covered by the HCSO and/or the FCO in any quarter of calendar year 2018, you do not need to submit the form, and no further action is required.

To determine whether you are required to submit the form, fill out the short survey on the first page of the Form (<https://etaxstatement.sfgov.org/OLSE/>). Employers who were not covered by the HCSO or the FCO in 2018 will be directed to a page indicating that they do not need to submit. Covered employers will be directed to the appropriate online form.

In addition, if you haven't already done so, make sure to post the updated 2019 official HCSO Poster in a conspicuous place at any workplace or job site where covered employees work. The notice is available in 6 languages at <https://sfgov.org/olse/sites/default/files/Document/HCSO%20Files/2019%20HCSO%20Poster%20Final.pdf>.

For more information, visit the HCSO website at <http://www.sfgov.org/olse/hcso>.