

COATS

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ACA 1094C XML File Exports**ACA 1094C XML File Exports**

SITUATION: Client is an Applicable Large Employer (ALE) and must report 1094C and 1095C forms. The forms will generate based on the information that is pulled from the ACA screen and the hours processed through payroll. Form instructions are found on the IRS website.

DISCLAIMER: You must not rely on the information in this document as an alternative to advice from your attorney, professional legal services provider or broker. If you have any specific questions about any Affordable Care Act legal matter you should consult your attorney, professional legal services provider, or broker. You should never delay seeking legal advice, disregard legal advice, or commence or discontinue any legal action because of information in this document or the tools within COATS.

COATS worked diligently to provide ACA Tools to our clients to help them with compliance regarding the Affordable Care Act. Please note: it is the user's responsibility to ensure proper classifications, plans, types and calculations are accurate.

It is the responsibility of the Employer to ensure and approve each 1095C form prior to mailing and submission of electronic 1094C file. Updated 11/22/15

*****System Notes: This requires: .NET Framework version 4.5.1 or higher AND Windows Server.2008 or higher*****
SCREEN RESOLUTION - Varies with monitors, example 1680x1050 OR 1920x1080 or greater are required in order to view the entire COATS ACA Year-End Report Form Windows.

COATS ACA Year-End Report Forms

ACA Submission Admin Info (1094-C) Form 1095 C Current Employee Months with Assignment and Monthly Hours Worked

Submission Info Employer Information Govt Entity Employer Info ALE Member Information Other ALE Group I Other ALE Group II

Part I: Applicable Large Employer Member (ALE Member)

Company Information

Name I

Name II

Address I

Address II

City State Zip (1-5) Zip Ext

Control Text TIN Request Code

Employer EIN

Company has elected the Pay Option

Contact Information

First Name

Middle Initial

Last Name

Surname

Phone

Title

ALE Member Information

Total number of Forms 1095-C submitted with this transmittal

Is this the authoritative transmittal for this ALE Member? If "Yes," check the box and continue. If "No," see instructions

Total number of Forms 1095-C filed by and/or on behalf of ALE Member

Is ALE Member a member of an Aggregated ALE Group?

Certifications of Eligibility (select all that apply):

A. Qualifying Offer Method * B. Qualifying Offer Method Transition Relief ** C. Section 4980H Transition Relief D. 98% Offer Method

Signature PIN Title

1094c Submissions

Year 2017

* Indicates 2015 only requirement ** Not an Option for 2017 and above.

CHANGES: As of 2022 FY/2021 TY the 1095C corrected files will hold the line of authoritative transmittal and must be 0. See notes in the Corrected 1095C section in **RED**.

STEPS:

Below are different steps to assist COATS users in utilizing the ACA Year end Utility.

NOTES from PAGE 23 of Publication 5165 (Rev. 04-2016), can be found in step 3 from the AIR webpage. *&(Ampersand), '(Apostrophe), <(Less Than), "(Quotation Marks), --(Double Dash), and #(Hash Key) are rejected characters.*

NOTE: Closing ACA Yearend Utility and going back in will refresh data.

I. To create a desired year:

To start the ACA process the users will need to create a new submission for the desired year. The desired year will be reflected on the top right of the ACA form. The user should fill in the submission ID, Company Name, address, contact phone number, and if paying to reflect with the 1095C.

1. Click **Reports**.
2. Click **ACA**.
3. Click **ACA Yearend Forms and Mag Media**.
4. Disclaimer will appear, the user will need to click **OK** to enter the Utility. Clicking **Cancel** will close window without accessing the ACA Year end utility.
5. In Admission Admin Info (1094-C), Employer Information, input desired year in Year field on the right.
6. Click .
7. Disclaimer will appear, click **OK**.
8. Fill in 1094-C information.

II. To print 1094:

Once the user has setup the 1094C form they can print the 1094C. This can be kept for company records and/or submitted if the user is submitting the 1094c forms via paper and not via XML.

Note: COATS supports the Electronic File Submission, the paper form submission was not reviewed. Should the user want to file via paper, they will need to consult Publication 5223 on the IRS website.

1. Click **Reports**.
2. Click **ACA**.
3. Click **ACA Yearend Forms and Mag Media**.
4. Disclaimer will appear, the user will need to click **OK** to enter the Utility. Clicking **Cancel** will close window without accessing the ACA Year end utility.
5. In Admission Admin Info (1094-C), Employer Information, select desired year in grid on the right.
6. Click .
7. Preview of the form will appear.
8. Click  to select print information prior to printing.
Click  to quick print to the default printer.
9.  out when complete.

III. Creating Electronic Files:

NOTE: The user **MUST** have created, printed and have sent the 1095c forms **PRIOR** to creating the Electronic files. If not yet processed, see COATS ACA Year End Documentation.

As of 3/02/2018 Version ACA Release, COATS Staffing Software received final approval from the Federal Government regarding 1094c XML file submission. This option is now available prior to the deadline for file submission. The below instructions now apply:

After all data has been created and confirmed the user is able to create their Communications Test file (If the firsts Year ACA filing electronically), Magnetic Media and Manifest files. COATS enables ability to create the Communications Test files, XML Manifest and Magnetic Media files that will be loaded through the IRS ACA UI channel. Users will first be required to past the Communications Test in the first year, prior

to uploading their agency specific XML Manifest and Magnetic Media files for all files, users will need to have a TCC number prior to generating these files. TCC numbers are obtained through IRS website.

NOTE: COATS supports reporting through the ISS-UI channel.

Website to access the AIRS Testing and Live Portal for submissions:

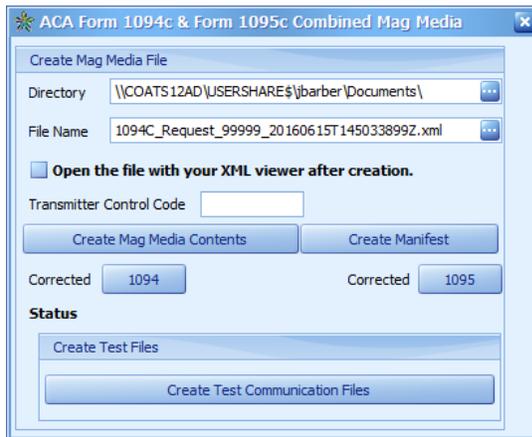
<https://www.irs.gov/for-tax-pros/software-developers/information-returns/affordable-care-act-information-return-air-program>

1. To create the test file:

As of 3/02/18 Version of COATS SQL/ACA files the Test file is available for use.

Must be created if the first year loading ACA electronically using current Transmitter Control Code (TCC)

- A. Click **Reports**.
- B. Click **ACA**.
- C. Click **ACA Yearend Forms and Mag Media**.
- D. Disclaimer will appear, the user will need to click **OK** to enter the Utility. Clicking **Cancel** will close window without accessing the ACA Year end utility.
- E. In Admission Admin Info (1094-C), Employer Information, select desired year in Year field on the right in the 1094C Submission List.
- F. In Admission Admin Info (1094-C), Employer Information, Click .
- G. Disclaimer will appear, click **OK**.
- H. Window appears to create the file:



- I. Directory should be updated to desired location. This may be done by manually typing the location, copy and paste file location from Computer. Shows the windows users documents folder by default. The location selected needs to be accessible by the user uploading the files.

NOTE: Intellipath users, be sure you are putting in a folder you have access to. Example: E:/Data/Share/.

- J. Filename will reflect required name. User will need to fill in the Transmitter Control Number below to update the file name. The File Name is following IRS guidelines and should not be altered.
- K. Input the Transmitter Control Code.
This is provided by IRS, by submitting application through IRS eservices through the TCC application process. This is discussed through the IRS site, AIR program information and Step 2 instructions.
- L. Tab out of Transmitter Control Code field. Verified the File name includes the TCC id number.
- M. If you want to preview the XML files, check the box. This will pull up based on the computer's ability to preview XML files. Typically a preview is not required. To not preview, do not check box and move onto next step.

- N. At the bottom of the window, beneath **Status** within **Create Test Files**, Click **Create Test Communication Files**.
- O. **File Complete** will appear, click **OK**.
If user has the XML viewer open, this will not close upon clicking ok.
- P. The user now has created the Communication File needed to submit to the IRS through the testing portal. Steps reflected below.
- Q. “X” out of the Mag Media Creator window.
- R. “X” out of 1094C yearend information.

2. To Load the Test File:

The following information are instructions gathered from the IRS website. For AIRS Website questions please contact the IRS Help Desk 866-937-4130.

In order to load a test file, Registration is required via the IRS E-Services website. A TCC Number will be required for the Communications Test and 1094cXML submissions.

When registering on the IRS E-Services webpage and /or applying for the TCC Number these notes may help:

NOTES from PAGE 8 of Publication 5164 (Rev. 11-2015), can be found in step 3 from the AIR webpage.

*1. **Responsible Officials and Contacts** in the business or organization register for e-Services (for more information on e-Services Registration and Tutorials, see the Registration Services page on irs.gov). The registration process involves collecting Personally Identifiable Information (PII) and taxpayer data for the sole purpose of authenticating your identity. After completing the initial registration, a confirmation code will be sent by U.S. Postal Service (USPS). After receiving the confirmation code, log on to e-Services, using the Username and Password that was created when the account was set up and confirm the registration.*

*2. **Responsible Officials** initiate the ACA Application for TCC. The application must include a minimum of one Responsible Official and minimum of two Contacts (maximum of 10 Contacts).*

• **Transmitter:** A third-party sending the electronic information returns data directly to the IRS on behalf of any business.

• **Issuer:** A business filing their own ACA Information Returns regardless of whether they are required to file (transmit 250 or more of the same type of information return) or volunteer to file electronically. The term issuer includes any person required to report coverage on Form 1095-B and any Applicable Large Employer required to report offers of coverage on Form 1095-C and file associated transmittals on Form 1094-B or 1094-C.*

*(Typically the agency will be the issuer and send on their own behalf.)

NOTE: COATS supports reporting through the ISS-UI channel.

Users can access the AIR program through the IRS webpage. Using the link will pull up the mentioned site: <https://www.irs.gov/e-file-providers/affordable-care-act-information-returns-air>.

This site will hold the link to E-services for registration, instructions for applying for TCC (Resources drop down). This will also include the link for the portal links for loading both testing and production Manifest and Form electronic XML files.

NOTE: The Communications Test file MUST be approved by the IRS **PRIOR** to submitting the Magnetic Media and Manifest live data file. For any questions regarding how to load this file and how to verify IRS approval contact the IRS Help Desk **866-937-4130**

- A. To Access the Testing Portal, <https://www.irs.gov/e-file-providers/affordable-care-act-information-returns-air>
- B. Then from Online AIR Systems section, Clicking Link for User Interface (UI) ACA Assurance Testing System (AATS), will take you to the IRS page.

Online AIR Systems

[User Interface \(UI\) ACA Assurance Testing System \(AATS\)](#)
Log in to upload your test forms or scenarios.

[User Interface \(UI\) Production System](#)
Log in to upload your 1094 and 1095 forms.

[Automated Enrollment \(AE\) for ACA Providers](#)
Upload your certificates when transmitting through the Application to Application (A2A) channel. See [Publication 5308, Automated Enrollment for ACA Providers the Externals Guide \(PDF\)](#) for all activities.

C. Log into the E- Services window



Sign Up

Don't have an account? Create one now.

CREATE ACCOUNT >

Log In

Already have a username? Welcome back!

Username

LOG IN >

[Forgot Username](#)

PTIN and FIRE users need a separate account in this system

Starting 2018 Filing year and 2017 TY the securities have updated and will require updated login details. Screens to get through including the above screen shot: User name, Login, Password, security pin, and verify login history, will be required prior to the next step.

D. Select the company filing the test files for your agency and click **Submit Selected Organization.**

Select Organization

Select the organization you will represent in this session:

Each item below represents an organization for which you are authorized to perform work. By selecting an organization logging in as an authorized user of that organization. You will be able to perform work for only that organization.

- Individual
- ACCIDENT FUND COMPANY,
- LOWMARK BLACKCROSS BLACKSHIELD, 2022 SPRING DALE AVE, ALEXANDRIA, VA, 22202
- LOWMARK BLACKCROSS BLACKSHIELD,
- ACC FUND ACA CE Pharma app, 495 BROADWAY ST, AUSTIN, TX, 78730
- (ACA) JON INCORPORATED, 1234 MAIN STREET , SPRINGFIELD, VA, 22305
- (ACA) LABORER'S UNION, AFLCIO, 123 MAIN STREET T , SPRINGFIELD, VT, 22331
- (ACA) J. WILSON DBA CYPRESS LELAND & SONS, 12345 MAIN STREET , SPRINGFIELD, VA, 22310
- (ACA) CEDAR, AMBER, & THYME PTRSHP, 12345 MAIN STREET , SPRINGFIELD, VA, 22310

Submit Selected Organization

- E. Within Select AATS Version, Click **Submit Selected Version**.



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Select AATS Version

Select the Version of AATS you want to use in this session:

Once you submit your desired version, you will have the option to return to this page to change your selection.

AATS

SUBMIT SELECTED VERSION >

- F. Within Affordable Care Act Information Returns, click **Upload ACA Forms**.

Upload ACA Forms

Upload your completed ACA form and manifest file in XML.

Prior to transmission, please read the instructions to ensure that the form has been completed correctly and is organized in the correct structure. Please have the following XML forms ready for upload:

- ACA Manifest of basic submitter information
- ACA Form 1094B/1095B or 1094C/1095C

UPLOAD ACA FORMS >

- G. Within ACA Transmission File Upload, browse to select the **Upload Manifest**, saved when clicking **Create Test Communications File** within COATS (will be labeled with Manifest in the file name), and click browse to select the Upload Form, saved when clicking **Create Test Communications File** within COATS (will be labeled as 1094C and will not include Manifest in the file name). Then under Transmission, click **Transmit**.



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ACA Transmission File Upload

Upload Manifest

Browse for your Manifest file in XML format.

Note: Only one Manifest file may be selected to coincide with this transmission.

Manifest File **BROWSE**

Upload Form

Browse for your Form file containing Form 1094B and all associated 1095Bs or Form 1094C and all associated 1095Cs in XML format. Once you have selected your files select "Transmit" to process the transmission.

Note: Only one Form file may be selected to coincide with this transmission. Your total transmission file size may not exceed 100MB and may only include XML file types.

Form File **BROWSE**

Transmission

Once you click "Transmit", you will NOT be able to cancel your transmission.

If your file is successfully received after clicking "Transmit", a confirmation page will appear that contains the Receipt ID for this transmission. It is recommended that you save your Receipt ID in a secure location. If there was a problem with your file, an error page will be shown. Please correct the problem and try your transmission again.

Note: Due to file size limitations, please allow sufficient time for larger Form files to be transmitted.

CANCEL **TRANSMIT** >

- H. Once the user clicks Transmit, they will receive the Transmission Confirmation page reflecting if the file was transmitted or errors. Errors indicate the file is incorrect and didn't load. This file should be review, recreated, and reload. This does not require a Corrected file. If no errors are received, the user will receive a Receipt ID, like below. **The user will need the Receipt ID, as this is one of the options to check the Transmission status.**

NOTE: Should the user forget to record the Receipt ID#, they will need to locate the UUID from the Manifest to try to verify their transmission status. If neither option works users will need to contact the IRS Help Desk at 866-937-4130, Option 3.

Transmission Confirmation

Page 1 of 1



Transmission Confirmation

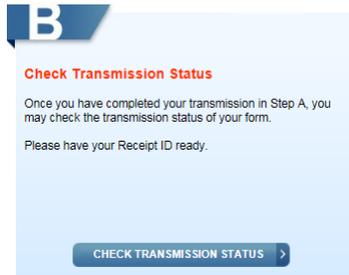
Your uploaded file has been transmitted. Please see details of this transmission below. It is **highly recommended** to print this page to keep for your records. Remember to check the status of this transmission by using the Receipt ID provided below to ensure your file is accepted.

Receipt ID: *****
Date and Time: 06/13/2016 03:30:04 PM UTC

Your Transmitted Form File

| File Name | File Size |
|--|-----------|
| 1094C_RequestL*****20160610T171804771Z.xml | 5.78 KB |

- I. The user will need to return to the Affordable Care Act Information Returns page in order to Check Transmission Status of the Test Communications File. Click **Check Transmission Status**.



- J. The user will see Transmission Status Record. Starting Filing year 2018/ Tax Year 2017 users will be able to select if the user will use the UUID from the file loaded or enter the TCC# and Receipt ID. Using drop down box choose desired option.
 - UUID is found in the manifest before payment year.,
 - Receipt ID is provided at the time of transmission in Part A above.
 After filling in the details, then click **Find**.



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Transmission Status Record

All fields with * are required.

Please select a search option from the drop-down list below. You may choose to search for your transmission status by using either your Transmitter Control Code (TCC) and Receipt ID or by using your Unique Transmission ID (UTID).

Search Options:

- K. Once the user clicks **Find**, they will see their Check Transmission Status, it may say accepted with Errors. If so the user will need to call the Help Desk in order to move it from Test to Production. Specify to move the TCC ID from Test to Production. **IRS Help Desk at 866-937-4130, Option 3**. If the user receives a rejected status, contact COATS Tech Support to review

your test file (800-888-5894)
Check Transmission Status

Page 1 of 1



Transmission Status Details

Please see details for this transmission below. Click Download to be prompted to save an XML response message to your computer

Receipt ID: [REDACTED]
Date and Time: 05/12/2016 08:28:01 PM UTC
Status: Accepted with Errors

Errors

The following errors are issues reported by the system for your transmission. If your transmission is "Accepted" no further action is needed. If your transmission is "Rejected" please correct the errors and try your transmission again.

For further assistance, please contact us

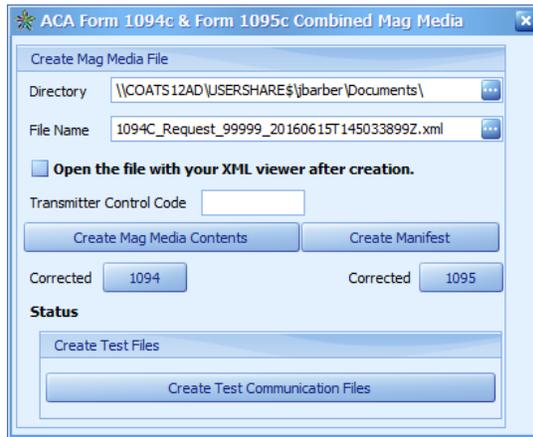
Error Code Error Details

AIRBR29 Minimum Essential Coverage (MEC) Indicator (All 12 Months) is checked YES when some but not all of the corresponding months are

- L. Once the user has moved from Test to Production it takes 48 hours before you can load the Production file via the production link. See **To create the Manifest and Magnetic Media files** below.

3. To create the Manifest and Magnetic Media files:

- A. Click **Reports**.
- B. Click **ACA**.
- C. Click **ACA Yearend Forms and Mag Media**.
- D. Disclaimer will appear, the user will need to click **OK** to enter the Utility. Clicking **Cancel** will close window without accessing the ACA Year end utility.
- E. In Admission Admin Info (1094-C), Employer Information, select desired year in Year field on the right.
- F. Ensure all data is input for 1094C and all 1095C's.
- G. In Admission Admin Info (1094-C), Employer Information, Click .
- H. Disclaimer will appear, click **OK**.
- I. Window appears to create the file:



- J. Directory should be updated to desired location. This may be done by manually typing the location, copy and paste file location from Computer. Shows the documents folder by default. The location selected needs to be accessible by the user uploading the files.

NOTE: Intellipath users, be sure you are putting in a folder you have access to. Example: E:/Data/Share/.

- K. Filename will reflect required name. User will need to fill in the Transmitter Control Number below to update the file name. The File Name is following IRS guidelines and should not be altered.
- L. Input the Transmitter Control Code. This is provided by IRS after the user applies through the TCC application process. This is discussed through the IRS site accessing the AIR program information.
- M. Tab out of Transmitter Control Code field. Verified the File name includes the TCC id number.

- N. If you want to preview the XML files, check the box. This will pull up based on the computer's ability to preview XML files. Typically a preview is not required. To not preview, do not check box and move onto next step.
- O. Click **Create Mag Media Contents**. The status will reflect number of records.
- P. File Complete will appear, click **OK**.
If user has the XML viewer open, this will not close upon clicking ok.
- Q. Click to **Create Manifest**.
Be sure the user creates the Magnetic Media file first as the Manifest uses the information from this file during its creation.
- R. File Complete will appear, click **OK**.
If user has the XML viewer open, this will not close upon clicking ok.
- S. "X" out of the Mag Media Creator window.
- T. "X" out of 1094C year end information.

4. Loading the Manifest and Magnetic Media files:

Users can access the AIR program through the IRS webpage. Using the link will pull up the mentioned site: <https://www.irs.gov/e-file-providers/affordable-care-act-information-returns-air>. This will include the link for the portals for production Manifest and Form electronic XML files.

NOTE: The first year filing electronically, the Communications Test file MUST be approved by the IRS **PRIOR** to submitting the Magnetic Media and Manifest live data file. For any questions regarding how to load this file and how to verify IRS approval contact the IRS Help Desk **866-937-4130**

- A. To Access the Production Portal, <https://www.irs.gov/e-file-providers/affordable-care-act-information-returns-air>
- B. Then from Online AIR Systems section, Clicking Link for User Interface (UI) Production System, will take you to the IRS page.

Online AIR Systems

[User Interface \(UI\) ACA Assurance Testing System \(AATS\)](#)
Log in to upload your test forms or scenarios.

[User Interface \(UI\) Production System](#)
Log in to upload your 1094 and 1095 forms.

[Automated Enrollment \(AE\) for ACA Providers](#)
Upload your certificates when transmitting through the Application to Application (A2A) channel. See [Publication 5308, Automated Enrollment for ACA Providers the Externals Guide \(PDF\)](#) for all activities.

C. Log into the portal/E- Services window



Sign Up

Don't have an account? Create one now.

CREATE ACCOUNT >

Log In

Already have a username? Welcome back!

Username

LOG IN >

[Forgot Username](#)

PTIN and FIRE users need a separate account in this system

Starting 2018 Filing year and 2017 TY the securities have updated and will require updated login details. Screens to get through including the above screen shot: User name, Login, Password, security pin, and verify login history, will be required prior to the next step.

D. Select the company filing the test files for your agency and click **Submit Selected Organization.**

Select Organization

Select the organization you will represent in this session:

Each item below represents an organization for which you are authorized to perform work. By selecting an organization logging in as an authorized user of that organization. You will be able to perform work for only that organization.

- Individual
- ACCIDENT FUND COMPANY.
- LOWMARK BLACKCROSS BLACKSHIELD, 2022 SPRING DALE AVE, ALEXANDRIA, VA, 22202
- LOWMARK BLACKCROSS BLACKSHIELD,
- ACC FUND ACA CE Pharma app, 495 BROADWAY ST, AUSTIN, TX, 78730
- (ACA) JON INCORPORATED, 1234 MAIN STREET , SPRINGFIELD, VA, 22305
- (ACA) LABORER'S UNION, AFLCIO, 123 MAIN STREET T , SPRINGFIELD, VT, 22331
- (ACA) J. WILSON DBA CYPRESS LELAND & SONS, 12345 MAIN STREET , SPRINGFIELD, VA, 22310
- (ACA) CEDAR, AMBER, & THYME PTRSHP, 12345 MAIN STREET , SPRINGFIELD, VA, 22310

Submit Selected Organization

E. Within Affordable Care Act Information Returns, click **Upload ACA Forms.**

A

Upload ACA Forms

Upload your completed ACA form and manifest file in XML.

Prior to transmission, please read the instructions to ensure that the form has been completed correctly and is organized in the correct structure. Please have the following XML forms ready for upload:

- ACA Manifest of basic submitter information
- ACA Form 1094B/1095B or 1094C/1095C

UPLOAD ACA FORMS >

F. Within ACA Transmission File Upload, browse to select the **Upload Manifest**, saved when clicking **Create Manifest** within COATS, and click browse to select the Upload Form, saved when clicking **Create Mag Media Contents** within COATS. Then under Transmission, click



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ACA Transmission File Upload

Upload Manifest

Browse for your Manifest file in XML format.

Note: Only one Manifest file may be selected to coincide with this transmission.

Manifest File

Upload Form

Browse for your Form file containing Form 1094B and all associated 1095Bs or Form 1094C and all associated 1095Cs in XML format. Once you have selected your files select "Transmit" to process the transmission.

Note: Only one Form file may be selected to coincide with this transmission. Your total transmission file size may not exceed 100MB and may only include XML file types.

Form File

Transmission

Once you click "Transmit", you will NOT be able to cancel your transmission.

If your file is successfully received after clicking "Transmit", a confirmation page will appear that contains the Receipt ID for this transmission. It is recommended that you save your Receipt ID in a secure location. If there was a problem with your file, an error page will be shown. Please correct the problem and try your transmission again.

Note: Due to file size limitations, please allow sufficient time for larger Form files to be transmitted.

- G. Once the user clicks Transmit, they will receive the Transmission Confirmation or errors. Errors indicate the file is incorrect and didn't load and needs to be fixed. If no errors are received, the user will receive a Receipt ID, like below. **The user will need the Receipt ID, as this is one of the options to check the Transmission status.**

NOTE: Should the user forget to record the Receipt ID#, they will need to locate the UUID from the Manifest to try to verify their transmission status. If neither option works users will need to contact the IRS Help Desk at 866-937-4130, Option 3.

Transmission Confirmation

Page 1 of 1



Transmission Confirmation

Your uploaded file has been transmitted. Please see details of this transmission below. It is **highly recommended** to print this page to keep for your records. Remember to check the status of this transmission by using the Receipt ID provided below to ensure your file is accepted.

Receipt ID: ●●●●●●●●●●●●●●●●
 Date and Time: 06/13/2016 03:30:04 PM UTC

Your Transmitted Form File

| File Name | File Size |
|---|-----------|
| 1094C_Request_●●●●●●●●●●●●●●●●20160610T171804771Z.xml | 5.78 KB |

- H. The user will need to return to the Affordable Care Act Information Returns page in order to Check Transmission Status of the Production File. Click **Check Transmission Status**.

B

Check Transmission Status

Once you have completed your transmission in Step A, you may check the transmission status of your form.

Please have your Receipt ID ready.

- I. The user will see Transmission Status Record. Starting Filing year 2018/ Tax Year 2017 users will be able to select if the user will use the UUID from the file loaded or enter the TCC# and Receipt ID. Using drop down box choose desired option. -UUID is found in the manifest before payment year.,

-Receipt ID is provided at the time of transmission in Part A above.
After filling in the details, then click **Find**.



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Transmission Status Record

All fields with * are required.

Please select a search option from the drop-down list below. You may choose to search for your transmission status by using either your Transmitter Control Code (TCC) and Receipt ID or by using your Unique Transmission ID (UTID).

Search Options:

Please make a selection

- J. Once the user clicks **Find**, they will see their Check Transmission Status, It will reflect with either processing if still being reviewed or the transmission status. This transmission status will base on the next steps for the user. For questions regarding the status listed, contact **IRS Help Desk at 866-937-4130, Option 3**

Check Transmission Status

Page 1 of 1



Transmission Status Details

Please see details for this transmission below. Click Download to be prompted to save an XML response message to your computer

Receipt ID: ██████████
Date and Time: 05/12/2016 08:28:01 PM UTC
Status: Accepted with Errors

Errors

The following errors are issues reported by the system for your transmission. If your transmission is "Accepted" no further action is needed. If your transmission is "Rejected" please correct the errors and try your transmission again.

For further assistance, please contact us.

Error Code Error Details

AIRBR020 Minimum Essential Coverage Offer Indicator (All 12 Months) is checked YES when some but not all of the corresponding months are

IV. FIXING ERRORS with SOME EXAMPLES

For those whom received **Accepted Transmission Status**, correction files can be used to adjust the details incorrectly reported. **OTHERWISE** for those whom received **Accepted with Errors Transmission Status**, the IRS would like to receive a corrected file to reflect good faith effort in filing. Below will reflect how to find those with errors, examples of errors, and knowing which corrected file the user should create and file. Correction Files do not currently have a deadline.

Before continuing the user will need to have the XML file associated to the receipt id being reviewed and the error file that indicates the record ID's that need to be corrected with the reason for the error.

1. Review the errors received

- A. From the Transmission status page there will be a download option. This download will have the specifics.

Below is an image from the download file. This will reflect the order the sections will reflect in the file. Also which lines to look at to verify the record ID's.

```
<TransmitterErrorDetailGrp>
<UniqueRecordId>1095C-16-#####/UniqueRecordId>
<ns2:ErrorMessageDetail>
<ns2:ErrorMessageCd>AIRBR630</ns2:ErrorMessageCd>
<ns2:ErrorMessageTxt> ERROR LISTED HERE</ns2:ErrorMessageTxt>
<ns2:XpathContent> ERROR LISTED HERE</ns2:XpathContent>
</ns2:ErrorMessageDetail>
</TransmitterErrorDetailGrp>
```

- B. The Unique record is reflecting the record ID reflecting the error. This ## will be reflected in the XML file loaded. The line is reflecting the transmission ID, the Submission ID and the Record ID.

The error relating to that record would be listed in the ErrorMessageTxt

- i. Examples of errors received in 2015 Tax Year. These are few examples of errors received. They will either indicate a change in

the 1094C summary or one or more Employee 1095C form details. This will matter when it comes to the steps for creating the corrected submission.

- o Minimum Essential Coverage Offer Indicator (All 12 Months) is checked YES when some but not all the corresponding months are checked YES or any of the corresponding months are checked NO.

OR

Minimum Essential Coverage Offer Indicator of all 12 months and all of the individual months are missing or none have a value of ("1" or "2") when authoritative transmittal indicator is checked

These errors are relating to the ALE member information found in the 1094C tab. The user should ensure that from the ALE Member information the Minimum essential Coverage Offer indicator is 1. Checked Yes for all, 2. Checked No for all, 3. Nothing selected for All 12 months and the individual months are chosen with YES or NO.

This error requires the user to create a 1094C submission. To make the above changes please follow the steps to create a 1094C corrected submission.

- o Covered individual's name or SSN or DOB is present when Covered all 12 months not checked or no months checked

This error indicates that there was a covered individual when the employee had declined coverage. This has been automatically updated in the file submission.

This error requires the user to create a 1095C submission. To refile for the above individual please follow the steps to create a 1095C corrected submission.

- o TIN Validation Failed

This error is indicating that the listed individuals name and or social does not match the records listed with Social security Administration. Please verify the individuals name and social.

This error requires the user to create a 1095C submission. To make the above changes please follow the steps to create a 1095C corrected submission.

- o Applicable Section 4980H Safe Harbor has an invalid code

This message indicates that Line 16 is reflecting an invalid code. Please review the employees 1095C for blank fields or 99 being listed when the 1095C form is printed to screen and fix.

This error requires the user to create a 1095C submission. To make the above changes please follow the steps to create a 1095C corrected submission.

These examples are just a few possible messages on the transmission status files. Please refer to IRS Business Rules for Manifest, 1094C, and 1095C.

- C. Below is an example of the format of employee detail in the XML file for 2015 Tax Year

```
<RecordId>1</RecordId>
<TestScenarioId>7-1</TestScenarioId>
<CorrectedInd>0</CorrectedInd>
<irs:TaxYr> 2015</irs:TaxYr>
<EmployeeInfoGrp>
<OtherCompletePersonName>
<PersonFirstNm>SCARLETT</PersonFirstNm>
<PersonLastNm>CAMEN</PersonLastNm>
</OtherCompletePersonName>
<irs:TINRequestTypeCd>INDIVIDUAL_TIN</irs:TINRequestTypeCd>
<irs:SSN>000000701</irs:SSN>
```

Please refer to IRS work Group meeting Feb 23rd, 2016 page 19 for more information on the lines reflected above.

- D. Using the record ID found in the Error files, to verify the name of employee whom needs a correction

V. Creation of Corrected Files

Users are able to generate Corrected files through both 1094C and 1095C tabs. They must choose the one that best fits as generating from both will create multiple corrected files.

NOTE: Corrections can only be made to previous submissions that have been Accepted or Accepted with Errors (reference **Publication 5165 (Rev. 4-2016), section 7-1 on page 43 regarding corrected files**) Please confirm with IRS if a Corrected File is required before submitting.

1. Creating Corrected 1094C form through 1094C tab:

Users whom need to update information provided on the 1094 must generate a corrected file. COATS recommends generating the corrected file from here when users have corrected 1095C forms.

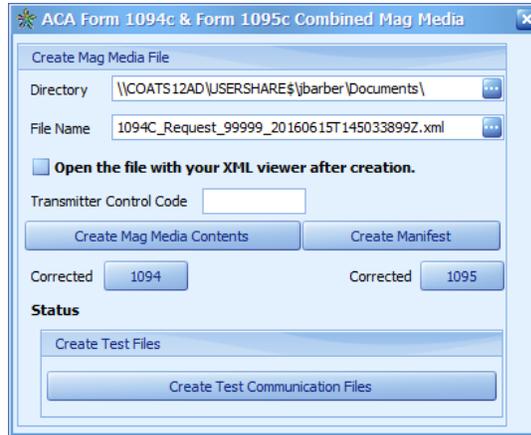
- A. Click **Reports**.
- B. Click **ACA**.
- C. Click **ACA Yearend Forms and Mag Media**.
- D. Disclaimer will appear. The user will need to click **OK** to enter the Utility. Clicking **Cancel** will close window without accessing the ACA Year end utility.
- E. **In Admission Admin Info (1094-C), Employer Information, select the desired year/submission in the list that the 1094C only is being corrected.**
- F. **Ensure the Year below the submissions list is the desired year, example, correcting a 2016 file the user should change the year to 2016 on the bottom right.**
- G. Click .
- H. Disclaimer will appear, click **OK**.
- I. A new line will be listed on the right grid with the same year.
- J. Select the new line and add Correction information to the Submission Info
 - i. Update the Submission ID to be the next submission for the year. Example if this is the first correction then this will be submission number 2.
 - ii. Check Corrected Indicator
 - iii. Input the Corrected Unique Submission ID. This will hold Receipt ID provided by IRS that this correction file will correspond with followed by a line break “|” and the submission id of the file being corrected (if first correction then will be 1). See Legend for an example.
 - iv. Input the Business Name 1, Business Name 2, and Correct Submission Payer TIN (no dashes) with the Employer Information details unless these items are being updated.
- K. Verify information in other tabs are updated with desired changes.

IMPORTANT NOTE: If the User needed to also have corrected 1095C forms please see Creating Corrected 1095C form through 1095C tab.

2. Creating Corrected 1094C electronic Files:

- A. Click **Reports**.
- B. Click **ACA**.
- C. Click **ACA Yearend Forms and Mag Media**.
- D. Disclaimer will appear, the user will need to click **OK** to enter the Utility. Clicking **Cancel** will close window without accessing the ACA Year end utility.
- E. In Admission Admin Info (1094-C), Employer Information, select desired year in Year field on the right, be sure this is the corrected file being created.
- F. Ensure all data is input for 1094C is updated.
- G. In Admission Admin Info (1094-C), Employer Information, Click .
- H. Disclaimer will appear, click **OK**.

- I. Window appears to create the file:



- J. Directory should be updated to desired location. This may be done by manually typing the location, copy and paste file location from Computer. Shows the documents folder by default. The location selected needs to be accessible by the user uploading the files.

**NOTE: Intellipath users, be sure you are putting in a folder you have access to.
Example: E:/Data/Share/.**

- K. Filename will reflect required name. User will need to fill in the Transmitter Control Number below to update the file name. COATS does not recommend alterations to the file name.
- L. Input the Transmitter Control Code. This is provided by IRS after the user applies through the TCC application process. This is discussed through the IRS site accessing the AIR program information.
- M. Tab out of Transmitter Control Code field. Verified the File name includes the TCC id number.
- N. If you want to preview the XML files, check the box. This will pull up based on the computer's ability to preview XML files. Typically a preview is not required. To not preview, do not check box and move onto next step.
- O. Click **1094**.
- P. File Complete will appear, click **OK**.
If user has the XML viewer open, this will not close upon clicking ok.
- Q. Click to **Create Manifest**.
Be sure the user creates the 1094 file first as the Manifest uses the information from this file.
- R. File Complete will appear, click **OK**.
If user has the XML viewer open, this will not close upon clicking ok.
- S. "**X**" out of the Mag Media Creator window.
- T. "**X**" out of 1094 year end information.

3. Creating Corrected 1095 C Forms and corresponding 1094C form.

Users need to generate a Corrected 1095C forms. This process enables the ability to select employees that must be corrected. Users will not need to create a 1094C from previous step as the 1094C will create automatically through this process.

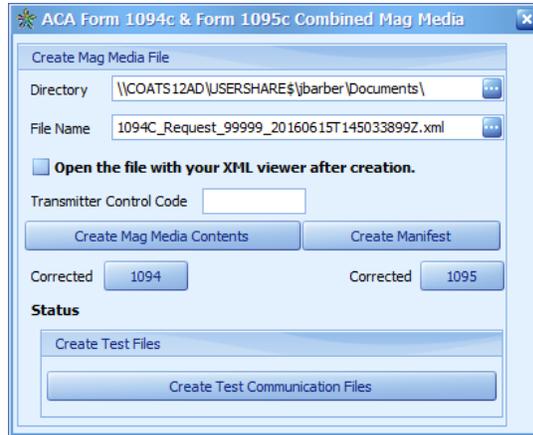
- A. Click **Reports**.
- B. Click **ACA**.
- C. Click **ACA Yearend Forms and Mag Media**.
- D. Disclaimer will appear. The user will need to click **OK** to enter the Utility. Clicking **Cancel** will close window without accessing the ACA Year end utility.
- E. In **Admission Admin Info (1094-C), Employer Information**, select the desired year in the list of the file that holds the 1095C's for correction.
- F. **Ensure the date is listing on the bottom right for the year of the file being corrected.**
Example if they are correcting 1095C forms reporting for 2016, update the year in the bottom right to be 2016.

- G. Click **Form 1095 C** Tab.
- H. Check **Multi Select Mode** at the bottom.
- I. Check all employees whom need a corrected file in the **Selected** column. Users may not use the filter for this part and will need to scroll through to select all desired employees. To locate those needing corrections the user must have reviewed the Error File with their previously supplied form file. Those employees will need to be corrected.
- J. Click 
 - K. The grid will update with just those selected.
This has also generated a new 1094C form. Users must update the information listed on this window.
 - L. Update to be a corrected file by performing the below steps.
 - i. Click ACA Submission Admin Info (1094-C) tab
 - ii. Click Submission Info
 - iii. Update the Submission ID to be the next submission for the year.
Example if this is the first correction then this will be submission number 2.
 - iv. Check Corrected Indicator
 - v. Input the Corrected Unique Submission ID. This will hold Receipt ID provided by IRS that this correction file will correspond with followed by a line break “|” and the submission id of the file being corrected (if first correction then will be 1). See Legend for an example.
 - vi. Input the Business Name 1, Business Name 2, and Correct Submission Payer TIN (no dashes) with the Employer Information details unless these items are being updated.
 - vii. **Click Employer Information**
 - viii. **Be sure the Authoritative Transmission is not checked**
 - M. Update the 1095C to have the corrected record information by performing the below steps
For each selected 1095C, input the Employee Information in the corrected record information section.
 - i. ID will auto fill with ID from previously created XML file. This should not be edited.
 - ii. Input the SSN, First Name, Middle Initial, last name, suffix. This is to follow the details from the original file.
 - iii. Edit any other item that needs alteration on the 1095C window.

4. Creating Corrected 1095C electronic Files:

- A. Click **Reports**.
- B. Click **ACA**.
- C. Click **ACA Yearend Forms and Mag Media**.
- D. Disclaimer will appear, the user will need to click **OK** to enter the Utility. Clicking **Cancel** will close window without accessing the ACA Year end utility.
- E. In **Admission Admin Info (1094-C), Employer Information**, select desired year in Year field on the right. Be sure this is the correction file generated.
- F. Ensure all data is input for 1094C and all 1095C's.
- G. In **Admission Admin Info (1094-C), Employer Information**, Click .
- H. Disclaimer will appear, click **OK**.

- I. Window appears to create the file:



- J. Directory should be updated to desired location. This may be done by manually typing the location, copy and paste file location from Computer. Shows the documents folder by default. The location selected needs to be accessible by the user uploading the files.

**NOTE: Intellipath users, be sure you are putting in a folder you have access to.
Example: E:/Data/Share/.**

- K. Filename will reflect required name. User will need to fill in the Transmitter Control Number below to update the file name. COATS does not recommend alterations to the file name.
- L. Input the Transmitter Control Code. This is provided by IRS after the user applies through the TCC application process. This is discussed through the IRS site accessing the AIR program information.
- M. If you want to preview the XML files, check the box. This will pull up based on the computer's ability to preview XML files. Typically a preview is not required. To not preview, do not check box and move onto next step.
- N. Tab out of Transmitter Control Code field. Verified the File name includes the TCC id number.
- O. Click **1095**.
- P. File Complete will appear, click **OK**.
If user has the XML viewer open, this will not close upon clicking ok.
- Q. Click to **Create Manifest**.
Be sure the user creates the Magnetic Media file first as the Manifest uses the information from this file.
- R. File Complete will appear, click **OK**.
If user has the XML viewer open, this will not close upon clicking ok.
- S. **"X"** out of the Mag Media Creator window.
- T. **"X"** out of 1094 year end information.

VI. Updating Forms:

Note: COATS supports the Electronic File Submission, the paper form submission was not reviewed. Should the user want to file via paper, they will need to consult Publication 5223 on the IRS website.

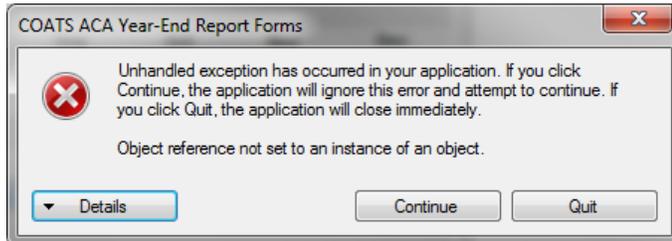
1. Through Computer, Open **COATS12** Folder, by default this will install on C drive directly.
2. Open **Reports** Folder.
3. Open **VS_Reports** Folder
4. The system is using:
 - Form_1095_C_2018.repx for the 1095 forms for 2018 year.
 - Form_1094_C_2018.repx for the 1094 form for 2018 year.
 - Form_1095_C_2017.repx for the 1095 forms for 2017 year.
 - Form_1094_C_2017.repx for the 1094 form for 2017 year.
 - Form_1095_C_2016.repx for the 1095 forms for 2016 year.
 - Form_1094_C_2016.repx for the 1094 form for 2016 year.
 - Form_1095_C_2015.repx for the 1095 forms for 2015 year.
 - Form_1094_C_2015.repx for the 1094 form for 2015 year.

- 5. The user will copy file and rename to default.
The copy is recommended as a backup of the form.

Known User Created Errors:

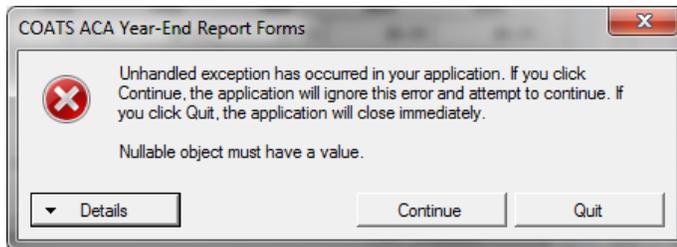
In each of the below cases, the user will need to perform additional steps. In some cases, the error will appear and will CONTINUE to process the employees; in other cases the error will appear and STOP the process where the user will need to recalculate and recreate the forms. These errors can appear in no particular order. Review each error below and the accompanying notes.

“Object reference not set to an instance of an object.”



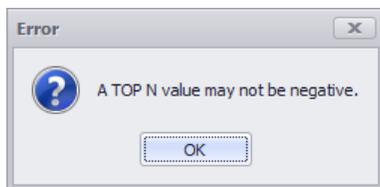
- The user tried creating a 1095 C file without creating the 1094 year.
- Click Quit to close out.
- Follow the steps on creating a 1094 Year.

“Nullable object must have a Value”



- When enter the Plan information under Maintenance/ COATS Set Up/ ACA Plans Plan information is missing that is required; i.e. 1 or 2 indicator codes, Waiting Period, etc.
and/or
- When the user Enrolled an employee in a Plan, no plan type was selected under the Tax/ACA Window of the Employee Master Record.

“A TOP N value may not be negative”



- The start date in an employee assignment is after the end date on the same assignment.

LEGEND:

ACA Submission Admin Info (1094-C) Left side has multiple tabs. Below are sections for each Tab.

SUBMISSION INFO:

The screenshot shows a web form titled "Submission" with the following fields and controls:

- ID#**: A text input field.
- Created**: A date selection field with a dropdown arrow.
- Year**: A dropdown menu currently set to "2014".
- Corrected Indicator**: A checkbox.
- Corrected Unique Submission Id**: A text input field.
- Business Name I**: A text input field.
- Business Name II**: A text input field.
- Corrected Submission Payer TIN**: A text input field.

ID # - A sequential number that uniquely identifies each submission within a transmission. Every Form 1094 C requires a submission ID. Should start at 1 and increment by 1 sequentially for each form 1094 C in the transmission. User will start with 1 and count up for each additional file that is not a corrected file. *(Editable)*

Created - Will auto-populate with the date the submission file selected was created. As Submissions are selected on the right the created date will update based on the selected submission. *(Non-Editable)*

Year – IRS tax year for which the data on the FORM 1094 C is being submitted. Will reflect the year from the submission selection on the right. *(Non-Editable)*

Corrected Indicator - Check if this file is a corrected file for the year. Checking this field will reflect as a corrected file on the manifest and form files. Corrected files are ONLY created when the original submission is accepted or accepted with errors and the IRS says the files need to be resubmitted. If unsure, FIRST confirm with IRS Help desk if Corrected Files are needed. *(Editable)*

Corrected Unique Submission ID – Input the Receipt ID. Received after the first submission is loaded. (ex: 1095C-29-00000385). This is only input for Corrected Files. Corrected files are ONLY created when the original submission is accepted or accepted with errors and the IRS says the files need to be resubmitted. If unsure, FIRST confirm with IRS Help desk if Corrected Files are needed. *(Editable)*

Business Name I - Should only be entered if this is a corrected file. If corrected file, the user will input the business name once the year has been created. This should match the Employee Information tab unless the name has changed. Corrected files are ONLY created when the original submission is accepted or accepted with errors and the IRS says the files need to be resubmitted. If unsure, FIRST confirm with IRS Help desk if Corrected Files are needed. *(Editable)*

Business Name II - Should only be entered if this is a corrected file. If corrected file, the user will input the second part of the business name. This should match the Employee Information tab unless the name has changed. Corrected files are ONLY created when the original submission is accepted or accepted with errors and the IRS says the files need to be resubmitted. If unsure, FIRST confirm with IRS Help desk if Corrected Files are needed. *(Editable)*

Corrected Submission Payer TIN – Should only be entered if this is a corrected file. If corrected file, put in the Corrected Submission Payer TIN. Should read the same as the Employee Info tab the EIN number unless the number is corrected. Corrected files are ONLY created when the original submission is accepted or accepted with errors and the IRS says the files need to be resubmitted. If unsure, FIRST confirm with IRS Help desk if Corrected Files are needed. *(Editable)*

EMPLOYER INFORMATION:

Part I : Applicable Large Employer Member (ALE Member)

| Company Information | Contact Information |
|--|---|
| Name I <input type="text"/> | First Name <input type="text"/> |
| Name II <input type="text"/> | Middle Initial <input type="text"/> |
| Address I <input type="text"/> | Last Name <input type="text"/> |
| Address II <input type="text"/> | Surname <input type="text"/> |
| City <input type="text"/> State <input type="text"/> Zip (1-5) <input type="text"/> Zip Ext <input type="text"/> | Phone <input type="text"/> |
| Control Text <input type="text"/> TIN Request Code <input type="text"/> | Title <input type="text"/> |
| Employer EIN <input type="text"/> | <input type="checkbox"/> Company has elected the Pay Option |

ALE Member Information

Total number of Forms 1095-C submitted with this transmittal

Is this the authoritative transmittal for this ALE Member? If "Yes," check the box and continue. If "No," see instructions

Total number of Forms 1095-C filed by and/or on behalf of ALE Member

Is ALE Member a member of an Aggregated ALE Group?

Certifications of Eligibility (select all that apply):

A. Qualifying Offer Method * B. Qualifying Offer Method Transition Relief ** C. Section 4980H Transition Relief D. 98% Offer Method

Signature PIN **Title**

Name I - Holds the Company Name. (Editable)

Name II - Holds the secondary Company Name. (Editable)

Address I - Holds the Corporate Street Address of the company. (Editable)

Address II - Holds the Corporate suite for the company. (Editable)

City - Corporate City of the company. (Editable)

State - Corporate State of the company. (Editable)

Zip (1-5) - Holds the Corporate Zip. (Editable)

Zip Ext - Holds the Corporate Zip code extension. (Editable)

Control Text – Name Control of the ALE Member. This field is optional and holds 4 characters. This is used to describe the company. (Editable)

TIN Request Code – Identifies the ALE Member TIN Request Type. This will be either be: BUSINESS_TIN, INDIVIDUAL_TIN, or UNKNOWN. This will describe the 9 character TIN or EIN listed on the window. (Editable)

Employer EIN – Employer 9 digit EIN. This number is entered with NO DASHES (Editable)

First Name - Contact First Name of person who is responsible for answering any questions. (Editable)

Middle Initial - Contact Middle Initial of person who is responsible for answering any questions. (Editable)

Last Name - Contact Last Name of person who is responsible for answering any questions. (Editable)

Surname - Contact Surname of person who is responsible for answering any questions. Ex. Jr, Sr, Etc. (Editable)

Phone - Contact Phone of person who is responsible for answering any questions. (Editable)

Title - Holds the title of the person who is responsible for answering any questions. Reflects what is in the Title listed below, editing this field will affect the other field as well. This is used to sign the form. (Editable)

Company has elected the pay option - Check the box if the company is paying instead of playing. This must be done prior to loading and creating data. If the company has both pay and play employees, they should leave with default, either checked or not checked, and manually update other 1095 forms. (Editable)

Total Number of Forms 1095-C submitted with this transmittal - Input the Total Number of 1095 C's that would be sent with the 1094 C. Once the 1095 are loaded the user will see the total number of 1095 at the bottom of the list. The electronic file will count the 1095's generated. Both the form and the electronic file and the printed form will auto populate with the number of forms generated. To see this the user will need to generate the forms prior to printing or generating the electronic file. (Editable)

Is this the authoritative transmittal for this ALE member - Check the box if this is an Authoritative Transmittal. If Not checked then the user is done with the Admin Information unless they are a Designated Governmental Entity

(DGE) or a corrected file. If checked the user will need to fill in the other fields in this section, the ALE member information, and other ALE Group information if applies. *(Editable)*

Total Number of forms 1095-C filed by and/or on behalf of ALE Member – Holds total number of 1095 C's that will be filed by and/or on behalf the ALE Member. This includes 1095 C's filed with other ALE members. This is to be filled in if the 1094 C is an Authoritative Transmittal and/or ALE Group Member. This field is seen when file is printed for Employer records and used with the electronic file. *(Editable)*

Is ALE Member a member of an aggregated ALE Group - Check the box if applies. If check the user will fill in Aggregated Group Indicator for at least one month of the year. If box is unchecked the user will skip the Aggregated Group Indicator code. *(Editable)*

Certifications of Eligibility (Select all that apply) - Check all that apply for this 1094 C. The user will be indicating if the employer meets the eligibility requirements and is using one of the offer methods and/or one of the forms of transition relief indicated. *(Editable)*

- A. Qualifying Offer Method - Checking indicates the user will at some point in the 1095 C use code 1A for months the offer was made and 1I for months offer was not made in line 14. The user will not complete box 15 on the 1095 C.
- B. * Qualifying Offer Method Transition Relief for 2015 – Used for 2015 only. Checking indicates the user will at some point in the 1095 C use code 1A for months the offer was made and 1I for months offer was not made in line 14. The user will not complete box 15 on the 1095 C.
- C. ** Section 4980H Transition Relief – No Longer Available starting TY 2017/FY 2018. Checking this option requires the user to indicate each month they qualify for Section 4980H in the AL Member Information section.
- D. 98 % Offer Method – If checked, the user is not required to fill in Full-Time Employee Count in ALE Member Information section.

Signature PIN – Holds up to 10 characters used to electronically file the 1094 form. This field is optional electronically in 2015. *(Editable)*

Title – Holds the title of the person who is responsible for answering any questions. Reflects what is in the Title listed above, editing this field will affect the other field as well. This is used to sign the form. *(Editable)*

GOVT ENTITY EMPLOYER INFO: If a Designated Governmental Entity (DGE) filing on behalf of an employer, fill in this tab.

| Govt Entity Employer Info | | | | Contact Information | |
|---------------------------|----------------------|-------------------------|----------------------|-----------------------|----------------------|
| Name I | <input type="text"/> | | | First Name | <input type="text"/> |
| Name II | <input type="text"/> | | | Middle Initial | <input type="text"/> |
| Address I | <input type="text"/> | | | Last Name | <input type="text"/> |
| Address II | <input type="text"/> | | | Surname | <input type="text"/> |
| City | <input type="text"/> | State | <input type="text"/> | Zip (1-5) | <input type="text"/> |
| | | | | Zip Ext | <input type="text"/> |
| Control Text | <input type="text"/> | TIN Request Code | <input type="text"/> | | |
| Employer EIN | <input type="text"/> | | | | |

Name I - Enter the DGE name *(Editable)*

Name II - Enter the secondary DGE name *(Editable)*

Address I - Enter the DGE address *(Editable)*

Address II - Enter the DGE suite *(Editable)*

City - Enter the DGE city *(Editable)*

State - Enter the DBE State *(Editable)*

Zip (1-5) - Enter the DGE Zip *(Editable)*

Zip Ext - Enter the DGE Zip code Extension *(Editable)*

Control Text - Name control of the DGE. This field is optional and holds 4 characters that describes the Government Entity. *(Editable)*

TIN Request Code - Code to identify the TIN Type of the DGE. This will be either be: INDIVIDUAL_TIN, BUSINESS_TIN, or UNKNOWN. *(Editable)*

Employer EIN - DGE Employer Identification Number *(Editable)*

First Name - DGE Contact First Name *(Editable)*

Middle Initial - DGE Contact Middle Initial *(Editable)*

Last Name - DGE Contact Last Name *(Editable)*

Surname - DGE Contact Surname *(Editable)*

Phone - DGE Contact Phone *(Editable)*

ALE MEMBER INFORMATION: To be filled in if Authoritative Transmittal is checked.

| Part II : ALE Member Information | | | | | | | |
|----------------------------------|--|--------------------------|---|---|--------------------------------|--|--------------------------|
| | (a) Minimum Essential Coverage Offer Indicator | | (b) Full-Time Employee Count for ALE Member | (c) Total Employee Count for ALE Member | (d) Aggregated Group Indicator | ** (e) Section 4980H Transition Relief Indicator | |
| | Yes | No | | | | | |
| 23 | All | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24 | Jan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25 | Feb | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26 | Mar | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27 | Apr | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28 | May | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29 | Jun | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30 | Jul | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31 | Aug | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32 | Sep | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33 | Oct | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 34 | Nov | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 35 | Dec | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Minimum Essential Coverage Offer Indicator - Check either Yes or No for All or Each month. Checking “Yes” to indicate offered Minimum Essential Coverage and Checking “No” to indicate that Minimum Essential Coverage was not offered. If both are checked, Yes will be marked in electronic file. *(Editable)*

Full-Time Employee Count for ALE Member - Enter Number of Full-Time Employees for ALE member. This is entered for All if the same for each month or entered for each month. Should not count those in a limited non-assessment period. If client offered 98% offer method then not required to complete this column. The user can use the report found under **Reports/ACA/Employee Status Per Month**. From this report use the **Non-Variable** total for the Full-Time Employee Count as long as the report is pulled for the full year for which the forms were created. *(Editable)*

Total Employee Count for ALE Member - Enter the Number of Employees for ALE Member. This is entered for each month. If this number is the same for each month then enter in ALL and leave each month blank. Should include all employees, full time, part time and those in limited non-assessment periods. The user can use the report found under **Reports/ACA/Employee Status Per Month**. From this report use the **Tot Emp** total for the Total Employee Count as long as the report is pulled for the full year for which the forms were created. *(Editable)*

If preferred, the user can also pick one of the following options to determine the number of employees per month.

- A. First day of the each month
- B. Last day of each month
- C. The first day of the first payroll period that starts during each month
- D. The last day of the first payroll period that starts during each month (provided that for each month that last day falls within the calendar month in which the payroll period starts.)

Aggregated Group Indicator – This must be selected if the user indicated in Employer Information tab that they were an Aggregated Group Member. Check to indicate if part of the aggregated group for ALL or check for each month that applies. *(Editable)*

**** Section 4980H Transition Relief Indicator – No Longer Available as of TY 2017/FY 2018** - Used if the Employer selected “Section 4980H Transition Relief” on employer information tab. The user will enter: *(Editable)*

- A if eligible for 50-99 relief
- B if eligible for 100 or More relief
- Leave Blank if Section 4980H Transition relief box is not checked from Part II.

OTHER ALE GROUP I & OTHER ALE GROUP II: Fill in marked as an authoritative transmittal and Marked as Aggregate Group Indicator in Part II is checked.

| | Name I | Name II | EIN |
|----|----------------------|----------------------|----------------------|
| 36 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 37 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 38 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 39 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 40 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 41 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 42 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 43 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 44 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 45 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 46 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 47 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 48 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 49 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 50 | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Name I - Company Name of another Aggregated Group Member. Required field to include on the electronic file. *(Editable)*

Name II - Company Secondary Name of another Aggregated Group Member *(Editable)*

EIN - Employer Identification Number for another Aggregated Group Member. Required field to include on the electronic file. *(Editable)*

ACA SUBMISSION ADMIN INFO (1094-C) Right side:

The screenshot displays the '1094c Submissions' interface. At the top, there is a table with the following columns: Year, Created, Submission Id, Corrected, and ID#. Below the table, there is a 'Year' dropdown menu currently set to '2015'. To the right of the year is a 'Create New Submission' button. Below that is a 'Create New Submission From Selected' button. At the bottom, there are two buttons: 'ACA Form 1094 C' and 'Export Files'.

Year – Year of submission. Users will input the IRS year filing before clicking to create a new submission, Create New Submission From Selected, or from the 1095C tab and Create Corrected Submissions with Selected Employees. *(Editable)*

Create New Submission – Creates submission based on year entered.

Create New Submission from Selected – Creates a copy of selected submission with the year entered. Best used when creating a Corrected file submission for 1094 C form only.

ACA FORM 1094 C – Will print a 1094 based on the entered information. Requires all information to be filled in prior to printing the 1094 C form in order to be seen on the form.

Export Files – Used to create the XML file to load through the AIR program.

A
ACA SUBMISSION ADMIN INFO (1094-C) Right side:24
ALE MEMBER INFORMATION.....23

C
create the Manifest and Magnetic Media8
create the test file.....3
Creating Corrected 1094C electronic Files14
Creating Corrected 1094C form13
Creating Corrected 1095 C Forms15
Creating Corrected 1095C electronic Files16
Creating Corrected File:13
Creating Electronic File:2

E
EMPLOYER INFORMATION:.....20

F
FIXING ERRORS with SOME EXAMPLES12

G
GOVT ENTITY EMPLOYER INFO:22

K
Known Errors..... 17

L
LEGEND 19
Load the Test File 4
Loading the Manifest and Magnetic Media files 9

O
OTHER ALE GROUP I & OTHER ALE GROUP II: 24

S
SUBMISSION INFO 19

T
To Create a desired year: 2
To print 1094: 2

U
Updating Forms: 17