

Service Partners: Guide to the ACA Workflow

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AIR Submission		EIN: 43-0708764	▼ Tax Yeart 2018 ▼
Nation Health Demo LLC	•••••	••••	(
Review and Approve			Approved 🗸
▶ Generate 1095s			Distributed 🗸
▶ Submit AIR			Approved 🗸
AIR Submission Status		Con	nplete with Errors 🗸
▶ Upload Corrections			
Her: k		d Gampore Plans	selerix
	U		

Final ACA Summary Review & Approval: The final ACA Summary process allows the employer to review the data contained within the report specifically focusing on the data found under Line 14, Line 15 and Line 16 which represent the Part II of the 1095-C Form provided to employees. The information produced on the final ACA Summary is what would eventually be populated on the 1095-C Form.

)	Generat	e Fir	ial ACA Su	ımmary	repo	ort(s) ı	using	AIR	R Su	bmi	ssic	on wi	thin /	ACA	wor	kflow
	information produce and a Warning	n sho n Exce s tab	uring the repuld be confined be confined by the configuration of the configu	rmed with et with co identify	n the e ntainin any e	mploye g the fo rrors. V	er and ollowir <i>Narnir</i>	mair ng tal ngs io	ntain bs foi <i>denti</i>	ed or r eacl <i>fied</i>	n file h for <i>und</i> e	e. The m type er the	ACA S e 1094 Warn	umm and : ings	hary re 1095 a <i>Tabss</i>	eport wil as well as <i>hould be</i>
	To access t Submissior		A Workflow	, use the t	tool ba	r to sel	ect AC	A an	d usi	ng th	e dr	op dov	vn to s	elect	the A	IR
	Home	E	Enrollment -	Repoi	rts 🗸	Acces	is 🗸	Cas	se Set	tup 👻		ACA 🗸	Da	ita Ma	anager	ment -
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		ck "Rı nt - Rep		Approve ase Setup - ACA	← Data Ma	anagement -	Session +	۵				EIN:		·	Tax Year:	2018 -
			Demo LLC			••••		-0	•	•	_0			0		0
	Review	and a	Approve											F	Pendir	ng 9
	foundation fo To begin the instructions i	or the remai process of g in the dialog	a will need to generate an A nder of your ACA filing pro- enterating your ACA summ, window that opens. ? Don't forget to complete t	cess. Follow the instr ary, ensure you have	uctions below selected the ap	to get started! ppropriate EIN a	and Tax Year is	n the uppe	er right-har	nd corner o	d this scre	sen. Then click	the Run Now			Ncov
			EIN's? Don't ; he top right co								'IN's.	Utilize	the dro	p-dov	vn mei	nu (as
	AIR Subn	nissio	on							6-2435132	EIN:	36-2161112 Summa	ary Reviewe		Year: 201	8 💌
									JII 3	6-2161112			Not Starte	d		

Step	Complete ACA Summary Report Par	ameters	
2.		· · ·	ach unique EIN.
	You will be prompted to complete the required re The file will automatically begin processing	port parameter information wit	h a pop-up, click "confirm.
	ACA Summary 2018	×	Ional Health ACA Demo 👻
	 Your ACA Summary requires you to select a number of parameters applicable t the data output on your ACA Summary. Select the parameters that apply to you begin processing your ACA Summary. If your organization is filing multiple EIN's, repeat this process for each EIN NOTE: Need additional information? Hover over the name of each parameter i with your legal/consulting department to ensure your selections match your or organization. 	ur organization and click the Confirm button to 4. for a description. Please ensure you have consulted	ending Approval 1
	This is the authoritative transmittal for this ALE Member:	🛁 🔿 Yes 🔵 No	responds to the ACA Summary you
	This ALE Member is a member of an Aggregated ALE Group:	🔵 Yes 💌 No	
	Qualifying Offer Method 98% Off	er Method	id Approve for Submission
	Affordability Method	Pay Based on Hourly Wage	
	Rate of Pay Based on Pay History W2 Earr Rate of Pay Based on Annual Salary		Skip Run Now
	Special Situations Include offers made to part-time employees Include	1094B and 1095B data	Pending ①
	Use MultiEmployer Interim Rule: Apply co	ode 2E where applicable	Pending
	Summary Description: ACA Summ	ary EIN:	Pending O
		Confine Cancel	
	Best Practice:		
	Summary Description should offer a unique na	-	
<u> </u>	(e.g. EmployerName_Final ACA Summary_mm	.aa.yy)	
Step			
3.		owing steps should be complet	ed:
	 Expand Review and Approve Click "Download" to review the completed Click "Approve for Submission" 	d ACA Summary excel file, once	reviewed
	Best Practice:		
	Approval for Submission is designed to be complete	ted by the Employer and serve a	as their data review
	acknowledgement.		
	✓ Review and Approve		Pending Approval 1
	Your ACA Summary is now ready for review. If your review results in data/setup changes, you will was modified.	need to re-run a Summary to reflect your latest updates. Repeat th	uese first two steps for each ACA Summary that
	ACA Summary review complete? You are now ready to approve your Summary report(s) and loc wish to approve. Remember, by approving this ACA Summary, you are approving the data set that		utton that corresponds to the ACA Summary you
	Tip: Have multiple EIN's? Don't forget to complete these steps for each of your EIN's. Utilize the d		ween EIN's.
	Demo ACA Summary_10.30.18_		Download Approve for Submission
	Generated: 10/30/2018 12:19:44 PM Generated By: Kelli Smith Parameters		~
	A confirmation notification will be generated to th	e user submitting the approval	as well as the user who
	generated the ACA Summary.		
3a.	a. Revising the Approved ACA Summary		
	If a revised file is required, the following steps are	required:	
	1. Undo Approval of most recent ACA Summ	•	
	2. Select Parameters to rename file to captur	· ·	
	 Click "Run Now" to generate a new ACA Su Review newly create ACA Summary to ensite 		e parameters)
1	Review newly create ACA Summary to ens	are no warnings are triggered	

Step	Reviewing ACA Summary used to create AIR Submission File	
1.	The following outline is intended as a guide to assist in your review of the "Approved" ACA Summary with the workflow to ensure you have the most recent file required for AIR Submission. Please ensure you have verified if any corrected 1095-C Forms were produced and/or if any data correction were required that would need to be captured. If no corrected 1095-C Forms or data corrections were required proceed to the next step "Reviewing Your 1094-C Output".	ons
	Review and Approve: Make sure the approved "Ready for Submission" file was regenerated to capture ar required 1095-C Form corrections and/or data corrections to be included in the AIR Submission.	ıy
	Final ACA Summary_EIN: 93-1280488_Correct Warning_02.12.19 Ready for Submission ✓ Generated: 2/12/2019 7:25:31 PM Download Generated By: Kelli Smith Parameters Approved: 2/22/2019 7:25:35 PM Undo Approvel Approved By: Kelli Smith Undo Approvel	
Step	1095-C Form Generation	
1.	 Now that the final ACA Summary report(s) are approved you are ready to generate your 1095-C Forms. 1. Expand Generate 1095s 2. Click Generate and follow the prompts within the dialog window that appears. 	
	 ✓ Generate 1095s Pending ● 	
	Now that you've approved your ACA Summary report, you are ready to generate your 1095-C forms. Simply click the Generate button and follow the prompts within the dialog window that appears. You will return to this screen once your 1095 forms start processing.	
	Final ACA Summary_EIN: 46-0307139_revised 01.10.19 Generate Generated: 1/10/2019 8:59:23 PM Download Generated By: Kelli Smith Parameters Approved J/11/2019 8:5:57 AM Approved By: Dan Soper	
	Final ACA Summary_EIN: 46-0307139_revised 01.10.19 Generated: 1/10/2019 5:59:23 PM Cenerated By: Kelli Smith Parameters Approved: 1/11/2019 8:36:57 AM Approved By: Dan Soper	
	Corrections Only: Generate only corrected forms. Special Situations: Do not mask SSN on forms. Include Address Page: I want to include the address page.	
	Filename Format: Default (i.e., "LastName-FirstName-01") Distribution.: Default (i.e., "LastName-FirstName-01") Group All in One PDF Group By Location Group By ZIP Code	r
	Distribution.: Allow access to form by employee on enrollment site and send email to employee when available.	
	🞽 Dan Soper (dsoper, HR)	
	Best Practice:	
	The Standard preference for all 1095-C forms generated are groups into a single PDF document, by selecti Group ALL in One PDF from the dropdown menu. When selected, this option will compile all of your 1095	-
	Forms within a single PDF document for printing.	

 Generate : 	1095s										Distrib	uted 🗸
Your 1095 forms been the IRS.	en successfully generate	ed. You can click t	the Download li	nk to review, p	rint, and manua	ally distribute.	When you are n	eady, click t	he Continue but	ton to begin the	process of submitting	AIR files to
1095C F	orm Archive										Distrib	uted 🗸
Generated: Generated B	1/28/2019 1:	23:14 PM	Download	>								
Generated b	, Ken sindi		Recipient									
											Skip	Continue
🕪 Best Prac												
Jse the Dowr mployer. Al				•					•	•	-	
inalized PDF		-C PDF I	eports	should	i ne gei	lerated		WILIIII	i the wo	JIKIIOW	to archive	the
1005 0		- I D-				0/				OID	OMB No. 15	600118
Form 1095-C Department of the Treasur Internal Revenue Service	У		Do not attach	to your tax	return. Keep f	or your recornd the latest	ds. information.			ORRECTED	201	
1 Name of employee (fin Suzy	t name, middle initial, la	^{st name)} Smith		security numbe	222	7 Name of em District A	ployer BC		mployer Me	8	Employer identification 37-00000	01
3 Street address (includi 123 Red Arrow 4 City or town	ng apartment no.) Dr. 5 State or prov	ínce	6 Country	and ZIP or fore		9 Street addre 52 Pike 11 City or town	ss (including ro Dr.		or province		Contact telephone nur 555-555-5 Country and ZIP or foreig	555
Berlin Part II Employe	e Offer of Cove	rage	05602			Berlin Plan Start	Month (en	VT		0	5602 01	
14 Offer of	2 Months Jan 1 E	Feb	Mar	Apr	May	June	July	Au	g Sep	t Oct	Nov	Dec
15 Employee Required								1				
instructions) \$	0.00 _{\$}	s	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Other Relief (enter code, if applicable) Part III Covered	2C Individuals											
(a) Name of co	er provided self-ins vered individual(s) lle initial, last name			box and ent) DOB (if SSN o TIN is not avail	r other (d) Cover	red	Feb Mar		(e) Months o May June	f Coverage		lov Dec
Sum		222.2	2-2222									
17 Suzy												
18 Truman	K Smith	060-0	0-0066									
19 Cathy	C Smith		0-0300									
As a reminde employer's me	-			als) is oi	nly com	pleted c	on indivi	duals	who <mark>ele</mark>	ct the of	f <mark>er of cove</mark> l	age <mark>AN</mark>
Once the Gene				lamos	eted and	d reflect	ts " Dist i	ibute	d ″. click	Continu	le	
									. ,			
 Generate 	10955										Distr	buted
Your 1095 forms be	en successfully generat	ed. You can click	the Download	link to review,	print, and man	ually distribute	e. When you are	e ready, clic	k the Continue I	outton to begin	the process of submit	ing AIR files to
the IRS.												
	A											
21P	orm Archive										Distri	buted 🗸
Generated:	1/28/2019 1 y: Kelli Smith	:23:14 PM	Downloa									
Generated B	, Neu annu		Recipien	ω								

IRS Form Filing: this final phase formally begins the IRS forms and filing process. The services in this phase can vary depending on the number of unique EINs for any given client.

	This process is performed only <i>AFTER</i> all 1095-C PDF files have been sinclude a file sent to the client directly for printing/mailing or, if using									
	The following steps will guide you through the process of: 1. Verifying all required data elements will be captured within the AIR Submit file to the IRS 2. Submitting your electronic file to the IRS									
	 Submitting your electronic file to the IRS Correction of errors preventing the production of the AIR file in t Manifest/Request) 	he IRS required XML format (aka								
	 Managing the IRS responses and feedback, if applicable Managing TIN (Tax Identification Number) and other required con Employer follow up with AIR File Transmission Confirmation 	rrections, if applicable								
Step	Verify All Corrected Data Elements Are Capture	ed, if applicable								
1.	Were corrected 1095-C Forms produced or any data correction made Summary used to generate the finalized 1095-C Forms within the ACA	e <i>AFTER</i> the approval of the final AC A work? If yes, the next step " <u>Revisi</u>	ing							
	the Approved ACA Summary" would be required to ensure the ACA S current and contains all data updates/changes.		15							
Step	current and contains all data updates/changes. Reviewing ACA Summary used to create AIR Su The following outline is intended as a guide to assist in your review of the workflow to ensure you have the most recent file required for AI verified if any corrected 1095-C Forms were produced and/or if any consult would need to be captured. If no corrected 1095-C Forms or data consult of the second s	Ibmission File If the "Approved" ACA Summary wit R Submission. Please ensure you h data corrections were required that	thin nave							
Step	current and contains all data updates/changes. Reviewing ACA Summary used to create AIR Su The following outline is intended as a guide to assist in your review of the workflow to ensure you have the most recent file required for AI verified if any corrected 1095-C Forms were produced and/or if any corrected 1095-C Forms were produced and	Ibmission File If the "Approved" ACA Summary wit R Submission. Please ensure you h data corrections were required that prrections were required proceed to on" file was regenerated to capture a	thin ave o th							
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Step	current and contains all data updates/changes. Reviewing ACA Summary used to create AIR Su The following outline is intended as a guide to assist in your review of the workflow to ensure you have the most recent file required for AI verified if any corrected 1095-C Forms were produced and/or if any of would need to be captured. If no corrected 1095-C Forms or data con next step "Reviewing Your 1094-C Output". <u>Review and Approve:</u> Make sure the approved "Ready for Submission required 1095-C Form corrections and/or data corrections to be inclu	Ibmission File If the "Approved" ACA Summary wit R Submission. Please ensure you h data corrections were required that prrections were required proceed to on" file was regenerated to capture a	thin have the							
Step	current and contains all data updates/changes. Reviewing ACA Summary used to create AIR Su The following outline is intended as a guide to assist in your review of the workflow to ensure you have the most recent file required for AI verified if any corrected 1095-C Forms were produced and/or if any of would need to be captured. If no corrected 1095-C Forms or data con next step "Reviewing Your 1094-C Output". <u>Review and Approve:</u> Make sure the approved "Ready for Submission required 1095-C Form corrections and/or data corrections to be inclu Final ACA Summary_EIN: 93-1280488_Correct Warning_02.12.19	Ibmission File If the "Approved" ACA Summary wit R Submission. Please ensure you h data corrections were required that prrections were required proceed to on" file was regenerated to capture a	thin have the							
Step	current and contains all data updates/changes. Reviewing ACA Summary used to create AIR Su The following outline is intended as a guide to assist in your review of the workflow to ensure you have the most recent file required for AI verified if any corrected 1095-C Forms were produced and/or if any of would need to be captured. If no corrected 1095-C Forms or data con next step "Reviewing Your 1094-C Output". Review and Approve: Make sure the approved "Ready for Submission required 1095-C Form corrections and/or data corrections to be inclu Final ACA Summary_EIN: 93-1280488_Correct Warning_02.12.19 Generated 2112(2019) 12511 PM Download	Ibmission File If the "Approved" ACA Summary wit R Submission. Please ensure you h data corrections were required that prrections were required proceed to on" file was regenerated to capture a	thin have the							

Step Re	viewing You	r 1094-C	Outp	out				
	following outline is A Summary.	s intended as	s a guid	de to assist in y	our reviev	v of the em	ployers 10	94-C tab within the
	Best Practice:							
	ase ensure you hav	e involved th	e nece	essary parties a	t the Emp	loyer level t	o ensure y	our data is in line
with	n their expectation,	, if any eleme	ents are	e unclear withi	n the ACA	Setup.		
Rev	viewing Part 1							
em	es 1-6: Make sure t bloyees. This is ide ntified under colum	ntified by un	ique El	IN within the ca	ise ACA Se	etup. The 1		
	В	С	D	E	F	G	Н	I
	DYER NAME			EMPLOYER ADDRESS 1	EMPLOYER CIT	EMPLOYER STAT		
ABC E	LECTRIC SERVICES, LLC	47-0928397	2018	6222 St Louis Street	Meridian	MS	39307	USA
EM	J PLOYER CONTACT P	FRSON NAM	E EN	K MPLOYER PHON	F			
	lie Employer	ERSON NAM		01) 483-2384	E			
filin		employer. Fu	ll DGE	definition is co	vered in q	uestion 24	of the <u>IRS</u>	d government entity FAQ Link. The 1094- Imary.
	LM	N	0	Р	Q	R	S	T
DESIGNAT	TED GOVT ENTITY DESIGNATED GOVT EIN DESI	GNATED GOVT ADDRESS 1 DESIG	GNATED GOVT CIT	TY DESIGNATED GOVT STATE DESIGN	ATED GOVT ZIP DESIGN	ATED GOVT COUNTRY DESIG	NATED GOVT CONTACT PER	SON NAME DESIGNATED GOVT PHONE
	<u>e 17:</u> Skip line 17. T nmary.	his line is res	erved	for future use a	ind is not	included on	the 1094-	C Tab of the ACA
filin	<u>e</u> 18: Total number g. Remember, the . The 1094-C Form	number of fo	orms sl	hould match th	e final nu	mber of 109	95-C Forms	distributed for this
		N		ORMS			_	
			591	1				
	<u>e 19:</u> Confirm the a 1094-C Form Line						•	•
A	UTHORITATIVE	TRANSM Yes	штта	L _				

Reviewing Part 2

Lines 20-21: Line 20 is the aggregated data and total number of 1095-C Filed For line 21, indicates if during ANY MONTH of the calendar year the Employer (ALE) was a member of an Aggregated ALE Group. Reminder, not all Employers will be identified as an Aggreged Employer. If check yes, you will need to review Parts III and IV. The 1094-C Form Lines 20 – 21 are identified under columns V - Y of the 1094-C Tab of the ACA Summary.



Line 22: Certifications of Eligibility options: Qualified Offer Method or 98% Offer Method. You will need to ensure the parameter outlined by the Employer (ALE) in the Configuration Guide and outlined in the "parameter" of the ACA Summary matches Line 22. The 1094-C Form Line 22 is identified under columns Z – AA of the 1094-C Tab of the ACA Summary. If elected, a "YES" indicator will be identified under one or both of the Certifications of Eligibility.

AA



If the Employer (ALE) is claiming a *Certificate of Eligibility*, it will impact the coverage codes and calculations on Lines 14, 15 and 16 of the Forms 1095-C you file for employees. *This is not a mandatory section*. Keep in mind, the Certificates of Eligibility are "and / or," meaning it may be appropriate to claim none or more than one.

Reviewing Part 3

Lines 23 – 35: In column A:

- If the employer (ALE) offered minimum essential coverage to at least 95% of its full-time employees and their dependents for the entire calendar year, a "Yes" checkbox on line 23 should be checked for "All 12 Months" or for each of the 12 calendar months. The 1094-C Form Line 23 is identified under column "AC" of the 1094-C Tab of the ACA Summary.
- If the employer offered minimum essential coverage to at least 95% of its full-time employees and their dependents only for certain calendar months, a number will be populated for each month minimum essential coverage was offered. The 1094-C Form Line 24 – 35 are identified under columns "AD - AO" of the 1094-C Tab of the ACA Summary.

NOTE: If the "All 12 Months" is not populated with a "YES" please verify that no "override" indicator is present on the file.

EMPLOYER NAME	EMPLOYER EIN	EIN 65	Override
Nation ACA Demo	45-6789999		

If no override is included review month by month counts found under columns "AP – BB" in the step below:

- For the months, if any, for which the employer did not offer minimum essential coverage to at least 95% of its full-time employees and their dependents, a number will be populated for each month minimum essential coverage was not offered. The 1094-C Form Line 24 35 are identified under columns "AP BB" of the 1094-C Tab of the ACA Summary.
- The 1094-C Form Part III section (b) & (c) are identified under columns "BC CL" of the 1094-C Tab of the ACA Summary. These represent the FT employee count by month & total employee count by month.

The INDUSTRIAL CONSTRUCTION LLC 274987688 ABC Construction Company 640429766 The Maintenance Company 6409 Note: Columns "FJ" of the 1094-C Tab found on the ACA Summary is the "Override" field and should have a "YES" indicator. Special situations can occur to require and override of the 1094-C data how not recommended. Submit AIR Once the review of the 1094-C data is complete and accurate the following steps should be complete then click "continue". If the approval is already complete, should be "Approved for Sub then click "continue". If the approval is already complete, just click "Continue". . Generate 1095s: click "skip" 3. Submit AIR: click "Run and Submit" (See below) Image: State							
Mote: Columns "FJ" of the 1094-C Tab found on the ACA Summary is the "Override" field and should have a "YES" indicator. Special situations can occur to require and override of the 1094-C data how not recommended. Submit AIR Once the review of the 1094-C data is complete and accurate the following steps should be complete 1. Review and Approve: the revised ACA Summary, if applicable, should be "Approved for Sub then click "continue". If the approval is already complete, just click "Continue". 2. Generate 1095s: click "skip" 3. Submit AIR: click "Run and Submit" (See below) Image: State		NAME 36	EIN 36	ER NAME 37	EIN 37	ER NAME 38	EIN 38
Air Submission Status Yearset Processing Viscous Action Processing Viscous Processing		e INDUSTRIAL CONSTRUCTION LLC	274987688	ABC Construction Company	640429766	The Maintenance Company	640920
 Once the review of the 1094-C data is complete and accurate the following steps should be complete Review and Approve: the revised ACA Summary, if applicable, should be "Approved for Subthen click "continue". If the approval is already complete, just click "Continue" Generate 1095s: click "skip" Submit AIR: click "Run and Submit" (See below) Final ACA Summary Edwards Electric, EIN: 47-0928397, revised 01.19.19 Ready for Submission Concented By: Values State Preventes Values State State State Preventes Values State State State State Preventes Values State State State State Preventes Values State Sta	h	ave a "YES" indicator. Spec					
 Review and Approve: the revised ACA Summary, if applicable, should be "Approved for Subthen click "continue". If the approval is already complete, just click "Continue" Generate 1095s: click "skip" Submit AIR: click "Run and Submit" (See below) Final ACA Summary Edwards Electric EIN: 47-0928397 revised 01.19.19 Ready for Submission Contented By: Kell Setting Proceeders You will be prompted to confirm with a pop-up, click "confirm" and move into AIR Submission Status AIR Submission Status Processing Indicates fie is working to create Manifest & Request in the XML file Status Once the report finishes processing, one of two scenarios will occur: Scenario 1: Manifest/Request XML files completes without errors. AIR Submission Status Auxiting Response O	S	ubmit AIR					
Image: Severated: 1/19/2019 10:32:18 AM Download Cencented: 1/19/2019 10:32:18 AM Parameters Approved: 1/21/2019 11:35 AM Parameters Approved: 1/21/2019 11:35 AM Refresh Approved: 1/21/2019 11:35 AM Processing Approved: Processing Processing Image: All R Submission Refresh Submitted: Processing Indicates file is working to create Manifest & Request in the XML file Submitted: Processing Indicates file is working to create Manifest & Request in the XML file Submitted: Processing Indicates file is working to create Manifest & Request in the XML file Submitted: Processing Indicates file is working to create Manifest & Request in the XML file Submitted: Processing Indicates file is working to create Manifest & Request in the XML file Sub	Г	 Generate 1095s: clic Submit AIR: click "Ru 	ck "skip" un and Subm	nit" (See below)			
Generated By: Ketti Smith Parameters Approved: 1/21/2019 911135 AM Approved: Processing Image: All R Submission Status Processing Image: All R Submission Refresh Submitted: Processing Image: Submitted: Processing Status: Processing Status: Processing Status: Processing Status: Processing Status: Processing Status: Processing Status: <th></th> <th>Final ACA Summary_Edwards Generated: 1/19/2019 10:32:18 AM</th> <th>_</th> <th></th> <th></th> <th></th> <th>Ission 🗸</th>		Final ACA Summary_Edwards Generated: 1/19/2019 10:32:18 AM	_				Ission 🗸
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Receipt ID: Pending Submitted By: Veli Smith Status: Processing Last Check: 2/28/2019 3-28:19 PM Once the report finishes processing, one of two scenarios will occur: Scenario 1: Manifest/Request XML files completes without errors. Image: AIR Submission Status Awaiting Response ①			firm with a p	oop-up, click "confirm"	and move		
Receipt ID: Pending Submitted: Processing Submitted: Processing Submitted: Processing Status: Processing Last Check: 2/28/2019 3-28:19 PM Once the report finishes processing, one of two scenarios will occur: Scenario 1: Manifest/Request XML files completes without errors. Image: AIR Submission Status Awaiting Response ①	5	Your AIR files are currently being generated. If the AIR	files are successfully gene	rated, they will be automatically submitted to the	e IRS.		
Scenario 1: Manifest/Request XML files completes without errors. AIR Submission Status Awaiting Response ①		Receipt ID: Pending Submitted: Processing Submitted Dy: Kelli Smith Status: Processing				uest in the XML file	Refresh 🕻
	<u>S</u>	cenario 1: Manifest/Requ	-			Awaiting Perper	1 59 (1)
• Four Airs and currently being generated. In the Airs and succession generated, they will be automatically submated to the Tex .			NID files are successfully o	nenerated, they will be automatically submitted.	to the IDS	Awaiting Respon	ise O
📑 AIR Submission Refresh 🗘			are successionly g	eneraceu, they will be automatically submitted	to the IKS .	P. (
		Receipt ID: 1094C-19-00100014	Download				

In the screenshot above, you will notice the download hyperlink: This hyperlink will open a zip file containing the Request & Manifest files. The Request file contains the 1094 & 1095-C data and the Manifest file contains information about your submission. Both files are in the required IRS XML format.

Scenario 2: Manifest/Request XML files completes with errors.

If your AIR Submission completes with errors, you will need to expand the "Errors" feature to identify the specific errors. For more details on the errors, click on the download hyperlink that contains the error.

AIR Subm	iission			Error
Receipt ID:	Pending	Dov	vnload	
Submitted:	Processing			
Submitted By:	Kelli Smith		Allows you to download the Manifest & Request in the IRS required XML format	
Status:	Error creating ma	nifest and request		
Last Check:	2/12/2019 1:26:45	PM		
		Identifies specific issue	es causing the Error	
Errors 2	Fix All		Search	Q
Employee		Code	Error	Corrected
			Line 269086: The 'um:us:gov:treasury:irs:ext:aca:air:ty18:AddressLine1Txt' element is invalid - The value '3000 LINCOYA BAY DRIVE BUILD 0 APT 165' is invalid according to its datatype 'um:us:gov:treasury:irs:ext:aca:air:ty18:StreetAddressType' - The actual length is greater than the MaxLength value:	
			Line 373249: The 'um:us:gov:treasury:irs:common:CityNm' element is invalid - The value 'YAZO <mark>D</mark> CITY' is invalid according to its datatype ''um:us:gov:treasury:irs:common:CityType' - The Pattern constraint failed.	

In the screenshot above, you will notice the download hyperlink: The download hyperlink that will open a zip file containing the Request file & the validation error file. The Request file contains the 1094 & 1095-C data and the validation file contain the elements that are triggering the error.

Once the zip file downloads, open the first document listed in the folder, (the text document). This document contains a list of data errors that failed a series of checks defined by the IRS.

ll files								•	
Name	Туре		Compressed size		Password	Size		Ratio	C
📋 440954ad-fce5-4cfd-85a0-88acbbf	Text Document	4-	1	KB	No		1 KB	39%	6
📋 440954ad-fce5-4cfd-85a0-88acbbf	XML File		2	2 KB	No		6 KB	76%	6
	Name 440954ad-fce5-4cfd-85a0-88acbbf	A	Name Type	Name Type Compressed size	Name Type Compressed size Name Type 440954ad-fce5-4cfd-85a0-88acbbf Text Document	Name Type Compressed size Password 440954ad-fce5-4cfd-85a0-88acbbf Text Document 1 KB No	Name Type Compressed size Password Size 440954ad-fce5-4cfd-85a0-88acbbf Text Document 1 KB No	Name Type Compressed size Password Size 440954ad-fce5-4cfd-85a0-88acbbf Text Document 1 KB No 1 KB	Name Type Compressed size Password Size Ratio 440954ad-fce5-4cfd-85a0-88acbbf Text Document 1 KB No 1 KB 39%

Most of these errors will be tied to data issues/inconsistencies:

In the example below, Line 92 of the report failed due to an employee's last name containing an invalid (numeric) character "Employee4".

In this instance, once the Employee last name is corrected in the enrollment site, you are able to re-run the AIR file (AIR Submit; Steps 3 above) and the error should be resolved.



Please note: If your file completes with a significant amount of errors or if you are unsure of how to proceed, please contact Selerix Support.

 Once the Submit AIR finishes and is successfully submitted to the IRS, one of the scenarios Processing/Awaiting Response Rejected Approved with Errors Approved Tip: During peak submission time, IRS responses can and will be delayed 	s will occur:
Tip: During peak submission time, IRS responses can and will be delayed	
Scenario 1: Status: Rejected This is a result of a "Fatal" error that the IRS will not accept and requires correction. This constitutes a file that was NOT accepted by the IRS and MUST be resubmitted.	submission
AIR Submission	Rejected >
Receipt ID: 1094C-18-00040362 Download	Nejected -
Submitted: 2/16/2018 12:33:30 AM	
the IRS required XML format	
Status: Rejected	
Last Check: 2/16/2018 4:00:33 AM Identifies specific Errors	
Identifies specific Errors	
ETTOTS Download XML Excel Provides and .xls file listing of Errors.	٩
	Traction and
Employee Code Error	Corrected
Employee Code Error 1094C-004-01 Form 1094C 'BusinessName' and 'EmployerEIN' in 'EmployerInformationGrp' must match the IRS database.	Corrected
Employee Code Error 1094C-004-01 Form 1094C 'BusinessName' and 'EmployerEIN' in 'EmployerIN' in	d name mismato ised file can be
Employee Code Error 1094C-004-01 Form 1094C 'BusinessName' and 'EmployerEN' in 'EmployerInformationGrp' must match the IRS database. Scenario 2: Status: Accepted with Errors This is a result of a "Non-Fatal" error that typically is a TIN (Tax Identification Number) and with the IRS. This submission status constitutes a successfully accepted AIR File and a revisubmitted to clear the errors if the discrepancy can be corrected. AIR Submission Status Comp	d name mismato ised file can be lete with Errors •
Imployee Code Error 1094C004-01 Form 1094C 'BusinessName' and 'EmployerEIN' in 'Em	d name mismato ised file can be lete with Errors •
Imployee Code Error 1984-C044-01 Form 1994C 'BusinessName' and 'EmployerENV in 'EmployerInformationGry' must match the IRS database. Scenario 2: Status: Accepted with Errors This is a result of a "Non-Fatal" error that typically is a TIN (Tax Identification Number) and with the IRS. This submission status constitutes a successfully accepted AIR File and a rev submitted to clear the errors if the discrepancy can be corrected. Image: Provide a transmission status Comp Image: Provide a transmis	Corrected d name mismator ised file can be lete with Errors ed to be corrected and epted with Errors
Imployee Code Error 194C-044-01 Form 1094C 'Businesstiame' and 'EmployerEN' in 'EmployerInformationGry' must match the IRS database. Scenario 2: Status: Accepted with Errors This is a result of a "Non-Fatal" error that typically is a TIN (Tax Identification Number) and with the IRS. This submission status constitutes a successfully accepted AIR File and a rev submitted to clear the errors if the discrepancy can be corrected. Image: AIR Submission contained errors identified by the IRS. The IRS will provide a file containing a list of the errors along with a brief explanation of each item. These errors will neer resubmitted before the process is complete. Image: AIR Submission contained errors identified by the IRS. The IRS will provide a file containing a list of the errors along with a brief explanation of each item. These errors will neer resubmitted before the process is complete. Image: AIR Submission contained errors identified by the IRS. The IRS will provide a file containing a list of the errors along with a brief explanation of each item. These errors will neer resubmitted before the process is complete. Image: AIR Submission Marce	d name mismato ised file can be lete with Errors •
Employee Code Error 1994C004401 Fem 1094C'BusinessHame' and 'EmployeEIN' in 'Emp	Corrected d name mismator ised file can be lete with Errors ed to be corrected and epted with Errors



Reviewing IRS feedback statuses

Status	Definition	Action Required
Accepted	The 1094-C and 1095-Cs transmitted for this EIN were accepted, and no errors were found when processed by the IRS.	No further action is required!
Accepted with Errors	The entire transmission for this EIN was accepted, which means you have successfully filed as of the date your forms were transmitted, but the IRS identified some records that require correction.	You may need to file a corrected return. Please review the specific IRS feedback to determine which records require attention and how to address them.
Partially Accepted	This means you have a combination of Accepted and Rejected data: for this EIN, at least one record was Accepted, and at least one record was Rejected.	You may need to file a replacement return. Please review the specific IRS feedback to determine which records require attention, and please see "Rejected" immediately below for more information.
Rejected	The entire transmission for this FEIN was rejected. <u>You have 60 days from</u> the original transmittal date to re-transmit corrected, acceptable returns and still be timely. If you do successfully retransmit within the 60- day window, you will be treated as having filed on the original transmittal date.	You may need to file a replacement return. Please review the specific IRS feedback to determine which records require attention and how to address them.

The Two Most Common Errors

1	FEIN and Employer Name Do Not Match	This error occurs when the employer name on Forms 1094-C and 1095-C does not exactly match the legal name stored in the IRS database for that FEIN, which can cause all or part of the transmission to be rejected. The legal employer name is the name that was entered on Form SS-4, Application for Employer Identification Number.
2	SSN and Employee Name Do Not Match	This error occurs when the individual name on a Form 1095-C does not exactly match the legal name stored in the IRS database for that SSN or Tax Identification Number (TIN). Common culprit: dependent SSNs!

Step	Communication: AIR Submission Status to Employer									
1.	IMPORTANT:									
	Once you transmit your files, you will receive a confirmation notification via email with a Receipt ID									
	number. You must save this via screenshot or printing to PDF file under the client Project Folder.									
	This is the key identifier that verifies the AIR Submission was accepted and is required for any future									
2.	reference to the reporting year filing.									
Ζ.	Best Practice: Description of the ALD Submission status which includes the ALD Submission Confirmation for									
	Provide the Employer with the AIR Submission status which includes the AIR Submission Confirmation for each unique EIN. Along with any TIN, errors triggered as part of the <i>Approved with Errors status</i> .									
	Status: Accepted									
	IRS AIR Filing Status (Accepted NO Errors) to the Employer which would include the AIR Submission									
	confirmation via PDF file format. (See example of confirmation)									
	Your AIR Submission was Accepted!									
	WOODHOUSE SIGUR CITY, INC (EIN: 461505035)									
	The IRS has processed your AIR submission with a status of Accepted. Click the button below to access your Submission Workflow to view and correct the errors related to this submission.									
	Receipt ID: 1094C-19-00100056									
	Submitted: 03/04/2019 05:24:46 AM UTC Status: Accepted									
	Responded: 03/04/2019 05:59:34 AM UTC									
	Status: Accepted with Errors									
	IRS AIR Filing Status (Accepted w Errors) to the Employer which would include the AIR Submission									
	confirmation via PDF file format. (See example of confirmation)									
	Your AIR Submission was Accepted!									
	WOODHOUSE LINCOLN, INC (EIN: 470839782)									
	The IRS has processed your AIR submission with a status of Accepted (6 errors). Click the button below to access your Submission Workflow to view and correct the errors related to this submission.									
	Receipt ID: 1094C-19-00100057									
	Submitted: 03/04/2019 05:24:46 AM UTC Status: AcceptedWithErrors									
	Responded: 03/04/2019 05:59:31 AM UTC									
	Best Practice:									
	A separate secure email should be provided to the Employer containing the excel ACA Error (TIN) file. The error file is downloaded from the AIR Submission within the workflow as identified below:									
	error file is downloaded from the AIR Submission within the workflow as identified below: Status: Accepted with Errors									
	Last Check: 3/4/2019 12:19:41 AM									
	Identifies specific Errors									
	EITIOIS 2 Fix All Download XML Excel Search									
	Employee Code Error Corrected Corrected									
	DAVID G. EDLESTON Shared-008 The Information Return 'CoveredIndividualName' and 'SSN' within 'CoveredIndividualGrp' must match the IRS database.									
1										

Step	ACA Reporting Complete
1.	Once the Employer receives the IRS AIR Filing Status of Accepted (No errors) or has confirmed no updates are required for TIN errors associated with the IRS AIR Filing Status of Accepted with Errors.
	Best Practice: Provide the Employer a formal COMPLETE email offers an opportunity to receive an official acknowledgement from the employer.
Step	Corrected AIR Submission
1.	 If a revised AIR Submission is required, the following steps are required (e.g.: TIN errors are corrected) 1. Review and Approve: Click "Run Now" to generate a revised ACA Summary (*be sure you verify the parameters), next, "Approved for Submission" then click "continue". 2. Generate 1095s: click "skip",
	 ✓ Review and Approve Approved ✓
	 Your ACA Summary has been approved for submission. Any 1095 forms or AIR submissions will correspond with this approved summary. Accidentally click on the wrong Summary? Not a problem. Simply click on the Undo Approval button. You can now select your intended summary for approval. Click the Continue button to proceed to Generate 1095s. They Have multiple (DN's) Don't lorget to complete these sleps for each of your EIN's. Utilize the drop-down menu in the top right corner of your screen to toggle between EIN's.
	Final ACA Summary_EIN: 75-6000897_revised 02.11.19 Approved @ Generated: 2/11/2019 G3722 PM Download Generated By: Kelli Smith Parameters Approved By: Raedene Mendoza
	Final ACA Summary_EIN: 75-6000897_revised 02.10.19 Pending Approval Constraints Generated: 2/10/2019 8121341 PM Download Generated By: Kelli Smith Parameters
	Final ACA Summary_EIN: 75-6000897_01.25.19 Pending Approval Cenerated: 1/24/2019 11148:37 PM Download Cenerated By: Kelli Smith Parameters
	Best Practice: Review the newly create ACA Summary to ensure the updates/changes you anticipate are reflecting and no Warnings are triggered.
Step	Submit Revised AIR
1.	Submit AIR: click "Run and Submit" (See below) Final ACA Summary_Edwards Electric_EIN: 47-0928397 revised 01.19.19 Ready for Submission Generated: 1/19/2019 10:32:18 AM Download Generated: 1/21/2019 9:11:35 AM Parameters Approved: 1/21/2019 9:11:35 AM Revenue of Submit to the submit of Submit to the submit of Submit to the submit to th
	You will be prompted to confirm with a pop-up, click "confirm" upon confirmation you will move to the AIR Submission Status:
	Submit AIR Processing AIR Submission Status Processing Vour AIR files are currently taining generated, if the AIR files are successfully generated, they will be automatically indemoted to the IBS.
	AIR Submission Refresh C
	Please note: If your file completes with a significant amount of errors or if you are unsure of how to proceed, please contact Selerix Support for assistance.

0 1 1		D 0 10									
Status		Definition				4	Action Re	quired			
Rejected		The entire transmis the original transmiser returns and still be day window, you with date.	<mark>nittal date to re-tra</mark> e timely. If you do s	insmit correcte successfully retr	d, acceptable ansmit within t	the 60- c	Please revi	eed to file ew the spe which recor ress them.	cific IRS f	eedback t	0
Most Co	mmon Er	ror: FIEN and	Employer N	ame Do No	t Match						
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		in the IRS dat									
-		gal employer i					•				
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Linploye			1								
Commo	n Error Co	des_TY2018									
Rule Number 1094C-004-01	Business Rul	e Text 'BusinessName' and 'Empl	overFIN' in 'EmployerInf	ormationGrn' must	match the IRS dat	ahase					Erro Data
1094C-008-02	Form 1094C	'MailingAddressGrp' withi	n 'EmployerInformation	Grp' must have a va	ue (either USAdd	ressGrp or Foreig					Mis
1094C-009-01 1094C-010-01		C 'BusinessName' in 'Empl C 'BusinessName' in 'Empl									Mis Mis
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(CO) Most Co	mmon Err		as of the date your cords that require o	forms were tran correction.	ismitted, but t	he IRS	review th which re address	ie specific cords requ them.	IRS feedt iire attenti	back to de on and ho	tern
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