



Submitting Live 1094-C/1095-C Files to the IRS

This document outlines the process of creating and submitting your live 1094-C and 1095-C files to the IRS online.

NOTE: For 2016, this option is only available if you have a Tax Reporting Group with 250 or more 1095-Cs to submit.

Here's an overview of the live submission process.

1. Change your Payroll Year to 2016.
2. Prepare 1094-C information.
3. Select the Healthcare Group.
4. Go to the IRS website.
5. Log in with your Username and Password.
6. Select the appropriate organization.
7. Submit the files.
8. Record the Receipt ID in RTI Payroll.

Detailed Steps

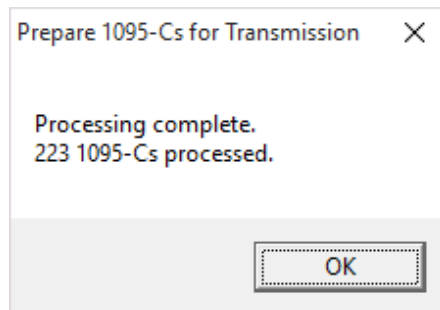
NOTE: You must be on the most current update of version 2.2.71. Select **Check For Available Updates** from the Utilities menu in RFS.

Step 1 – Change your Payroll Year to 2016.

In RTI Payroll, select Utilities, then **Change Payroll Year**. Enter 2016 and select **OK**.

Step 2 – Prepare 1094-C information.

Under Year End Functions, select **Prepare 1094-C Information**. The following window will display.

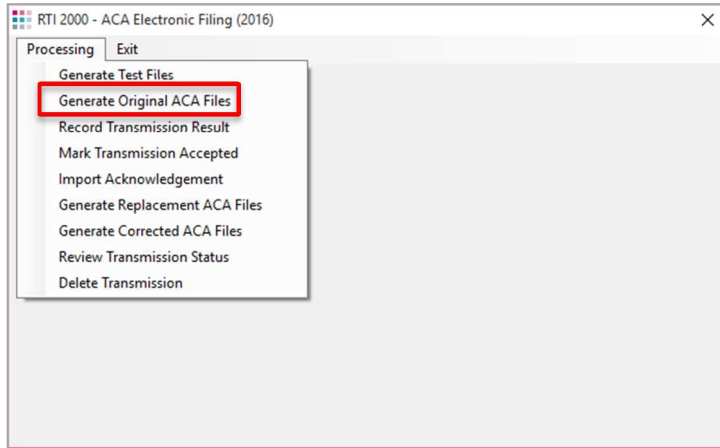


Click **OK** on the processing complete message. The window below will display.



1094-C/1095-C Online Submission

Select **Processing** then **Generate Original ACA Files**.



Step 3 – Select the Healthcare Group.

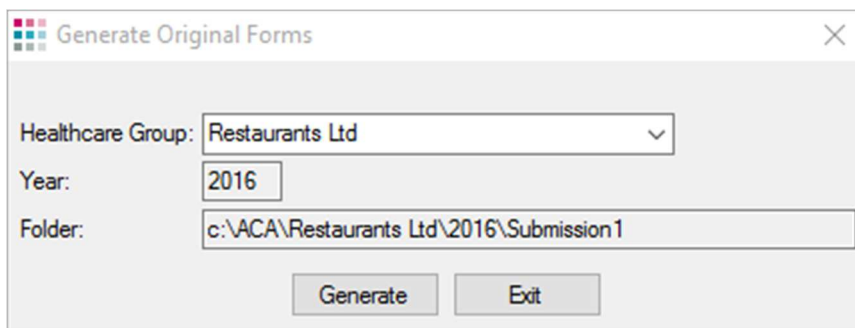
This will display the Generate Original Forms window. Complete the following parameters:

Healthcare Group Select the Healthcare Group.

NOTE: This will display all Healthcare Groups, including those that have already generated an original transmission file for the selected payroll year.

Year The payroll year will be 2016.

Folder The folder location cannot be changed. Please note where the files will be saved.



Select **Generate**. This will create two files—a Manifest file and a Form file—for submission to the IRS.

NOTE: The files names are subject to IRS specifications and cannot be changed.



1094-C/1095-C Online Submission

You'll see a recap of the ACA files created. Select **OK**.

NOTE: Original forms will need to be generated for each of your Healthcare Groups.

Recap of ACA files created

Healthcare Group: EC Foods
of TRGs: 4
Year: 2015
Total 1095 Forms: 11
Manifest Filename: c:\xml\ACA\EC Foods\2015\Manifest_1094C_Request_BB3CJ_20160429T180845062Z.xml
Payload Filename: c:\xml\ACA\EC Foods\2015\1094C_Request_BB3CJ_20160429T180845062Z.xml

OK

Step 4 – Go to the IRS website.

On [this page on the IRS website](#), scroll down to the section titled UI Channel Link and select **AIR UI Channel Login – Production**.

NOTE: If you printed this document, you can click the **Live File Quick Link** under step 5 (Submit One or More Live Files) on the 1094-C/1095-Cs Online Submission page or open the PDF and click the link above.

Program Overview

Under the Affordable Care Act (ACA), insurance companies, self-insured companies, and large businesses and businesses that provide health insurance to their employees must submit information returns to the IRS reporting on individual's health insurance coverage.

Other non-ACA information returns, such as Forms 1099, can be electronically transmitted through the [Filing Information Returns Electronically system](#), also known as FIRE. The AIR system has different requirements than FIRE. You must follow the AIR procedures explained on this page even if you have previously used FIRE.

ACA information returns include:

- Form 1094-B, Transmittal of Health Coverage Information Returns
- Form 1095-B, Health Coverage
- Form 1094-C, Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns
- Form 1095-C, Employer-Provided Health Insurance Offer and Coverage

Anyone required to file 250 or more information returns, must file them electronically. This requirement applies separately for each type of return and separately to each type of corrected return. All filers are encouraged to electronically file even if you have less than 250 returns.

4.4

- > Automated Enrollment for A2A channel (September 2015)

UI Channel Link

- > AIR UI Channel Login - AATS (Testing)
- > AIR UI Channel Login - Production

e-Services Information

- > e-Services - Online Tools for Tax Professionals
- > Tutorial for Affordable Care Act Application for TCC

Last Updated 12/13/16 • Page 3 of 7

RTI • 1325 Williams Drive, Marietta, GA 30066 • P 800.937.1290 • F 770.590.4313 • internetRTI.com



Step 5 – Log in with your Username and Password.

IRS

Ongoing - Reminder that e-services supports up to IE8 only. March 3, 2016 - To obtain a Transmitter Control Code (TCC) for filing ACA Forms 1094/1095-B or C, select Application from the menu and select ACA Application for TCC.

Login

Username

Password

[Forgot Your Password?](#)

LOGIN >

Register

You must register to create an account.

REGISTER >

THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!
Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).

NOTICE: The IRS reserves the right to deny access to any or all electronic services, products and/or applications, at both the individual or business entity level, in the event IRS becomes aware of any activity that constitutes or appears to constitute misuse or abuse of any electronic services, products or applications.

[e-Services Privacy Policy](#)

Step 6 – Select the appropriate organization.

After logging in, select the appropriate organization and select **Submit Selected Organization**.

IRS

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, you are logging in

Individual

(ACA) [Your Company Name and Address]

Submit Selected Organization

[e-Services Privacy Policy](#)



1094-C/1095-C Online Submission

Step 7 – Submit the files.

Select **Upload ACA Forms**.

Select **Browse** and locate the appropriate files. (C:\ACA\Your Healthcare Group Name\2016\SubmissionX)

NOTE: In the folder location, “X” represents the number of submission files. Each time a new submission is created the number at the end of the file name increases by 1. Please select the highest number when submitting new files.

NOTE: The Manifest file will contain “Manifest” in the title. The other file in the folder is the Form file.

Select **Transmit**.



1094-C/1095-C Online Submission

If you receive a transmission error, this can be an indication that the IRS submission site is busy. Please try to transmit the files again. If you continue to receive a transmission error, please see Common Issues and Solutions under step 5 on the 1094-C/1095-C Online Submission webpage.

Once the transmission is successful, a transmission confirmation page will display.

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: 1095C-16-00070677
Date and Time: 06/09/2016 07:42:08 PM UTC

Your Transmitted Form File

File Name	File Size
1094C_Request_TTHJS_20160609T194103581Z.xml	13.15 KB

IMPORTANT! Print this page!

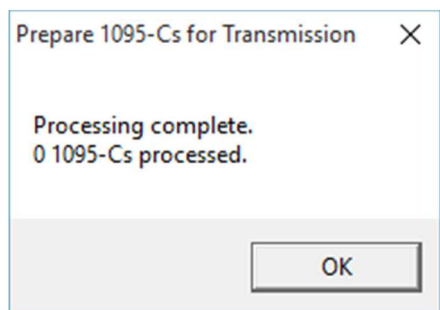
The Receipt ID is critical information you'll need to check on the status of your submission.

NOTE: If you're submitting corrected files, you'll receive a new Receipt ID.

Step 8 – Record the Receipt ID in RTI Payroll.

Go to the same screen used to create the transmission files (Payroll – Utilities – Year End Functions – Prepare 1094-C Information).

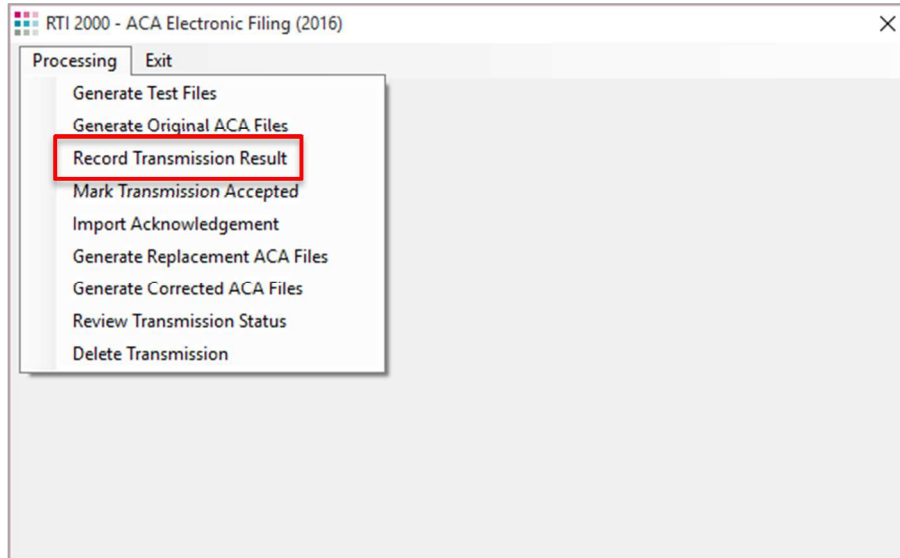
NOTE: When you select **Prepare 1094-C Information**, you'll see the following message. Select **OK**.





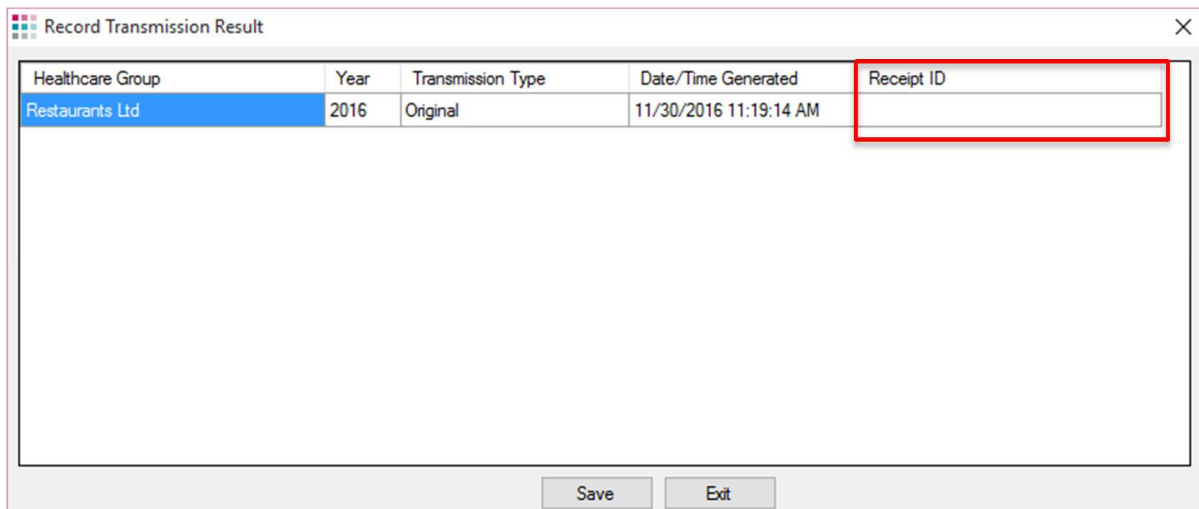
1094-C/1095-C Online Submission

In the new window, select **Processing** then **Record Transmission Result**.



Enter the Receipt ID in the Record Transmission Result window and select **Save**.

NOTE: The transmission includes all the completed groups.



Congratulations! You have completed the live submission process. The IRS takes 6-48 hours to process live files and post the results.

IMPORTANT: Please make a payroll backup after generating your files. This backup and any future payroll backups should be used going forward in order to retain your Receipt ID and transmission files.

Next Step: Once or twice a day, check to see if the live transmission is completed. For detailed steps, select the "Steps to Check Live Submission Status" link on the 1094-C/1095-C online submission webpage.