



1094-C/1095-C Online Submission Test

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

Before you can file your company's 1094-C/1095-C forms online, the IRS requires each business to send a test submission and then call the IRS to ensure the process was successful. This document outlines that process.

NOTE: Your 1094-C information needs to be completed before submitting a test file. For detailed instructions, please see [Preparing 1094-C Information](#).

Here's an overview of the process.

1. Change your Payroll Year to 2015.
2. Create the test files.
3. Select the Healthcare Group.
4. Go to the IRS website.
5. Select Leave IRS Site.
6. Log in with your Username and Password.
7. Select the appropriate organization.
8. Select the AATS processing year.
9. Locate test files.
10. Upload test files.

Detailed Steps

NOTE: You must be on the most current update of version 2.2.70. Select **Check For Available Updates** from the Utilities menu in RFS.

Step 1 – Change your Payroll Year to 2015.

In RTI Payroll, select Utilities, then **Change Payroll Year**. Enter 2015 and select **OK**.

Step 2 – Create the test files.

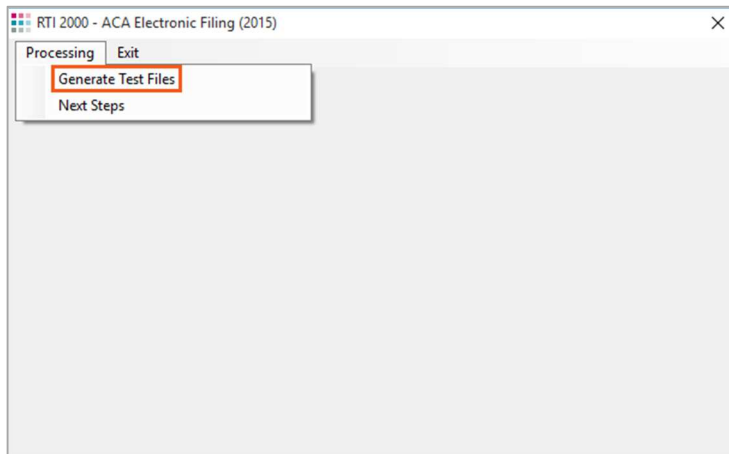
In RTI Payroll, select Utilities. Under Year End Functions, select **Create 1095-C Transmission File**.

The following window will display. Select **Generate Test Files**.

NOTE: This may take several minutes to complete depending on the number of stores.



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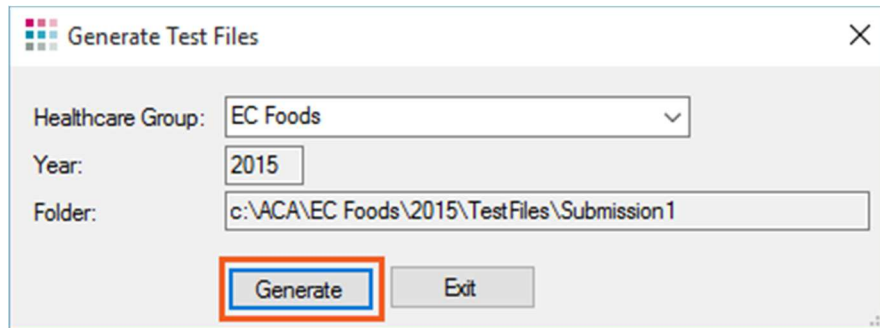


Step 3 – Select the Healthcare Group.

This will display the Generate Test Files window. Complete the following parameters:

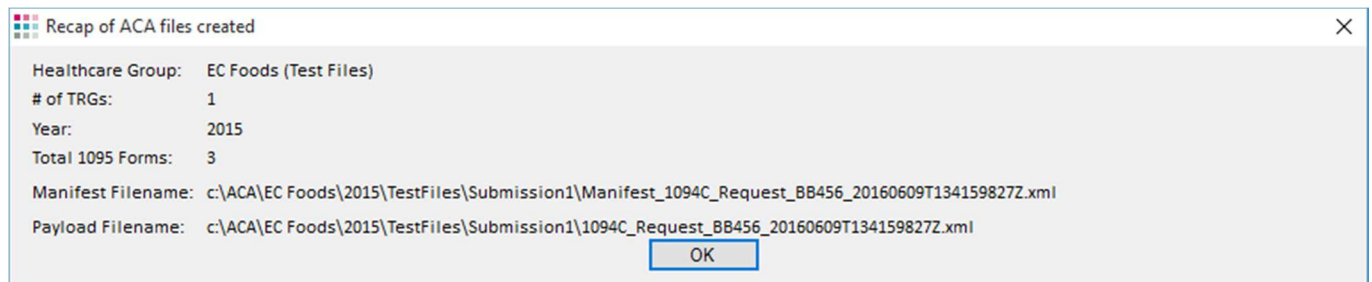
- Healthcare Group** Select the Healthcare Group.
- Year** The payroll year will be 2015.
- Folder** The folder location cannot be changed. Please note where the files will be saved.

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



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

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





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NOTE: The number of TRGs (1) and Total 1095 Forms (3) are specified by the IRS for the test file. This is not your actual data.

NOTE: If you generate multiple test files, they will be in a different submission folder. You should always send the test submission from the highest number folder.

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 AATS (Testing)**.

NOTE: If you printed this document, you can click the **Test File Quick Link** under step 4 (Submit One or More Test 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.

UI Channel Link

- › Automated Enrollment for A2A channel (September 2015)
- › 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

Step 5 – Select **Leave IRS Site**.

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Please note that by clicking on this link, you will leave the IRS web site and enter another government web site created, operated, and maintained by that agency.

The information that another government agency/bureau/office collects and maintains as a result of your visit to its web site may differ from the information that the IRS collects and maintains (please see the IRS web site privacy and security notice for privacy protections IRS provides to web site visitors).

We recommend you review the other agency's information collection policy or terms and conditions to fully understand what information is collected.

Leave IRS Site | Return to Previous Page



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Step 6 – Log in with your Username and Password.

IRS

New - e-services now supports up to IE11. 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 7 – Select the appropriate organization.

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

NOTE: If you have multiple registrations created with the IRS, they will all be listed here. Please select the one associated with the Transmission Control Code on the Healthcare Group for which you're submitting test files.

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](#)

Step 8 – Select the AATS processing year.

This should be 2016. Select **Submit Selected Version**.

NOTE: This is different from the year your ACA forms are for (2015).



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Step 9 – Locate test files.

Select **Upload ACA Forms**.

Step 10 – Upload test files.

Select **Browse** and locate the appropriate files. (C:\ACA\Your Healthcare Group Name\2015\TestFiles\SubmissionX)

NOTE: In the folder location, “X” represents the number of test submission files. Each time a new submission is created the submission 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.



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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.

Select **Transmit**.

If you receive a transmission error, try to transmit the files again.

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.

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

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