



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

If your transmission files are **Accepted with Errors**, you need to submit corrected files within 60 days of your original submission. This document outlines the process of submitting corrected 1094-C/1095-C files.

NOTE: You will need to have completed the Accepted with Errors instructions under step 6 (Submit Replacement/Corrected Files) before completing the steps below.

Here's an overview of the process:

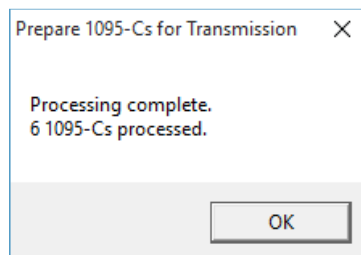
1. In RTI Payroll, select Prepare 1094-C Information.
2. Select Generate Corrected ACA Files.
3. Generate corrected forms.
4. Go to the IRS website.
5. Log in with your Username and Password.
6. Select the appropriate organization.
7. Submit the files.
8. Record the Receipt ID in RTI Payroll.

Each step is detailed below.

Detailed Steps

Step 1 – In RTI Payroll, select Prepare 1094-C Information.

Under Utilities in RTI Payroll, select Year End Functions then **Prepare 1094-C Information**. The following window will display.



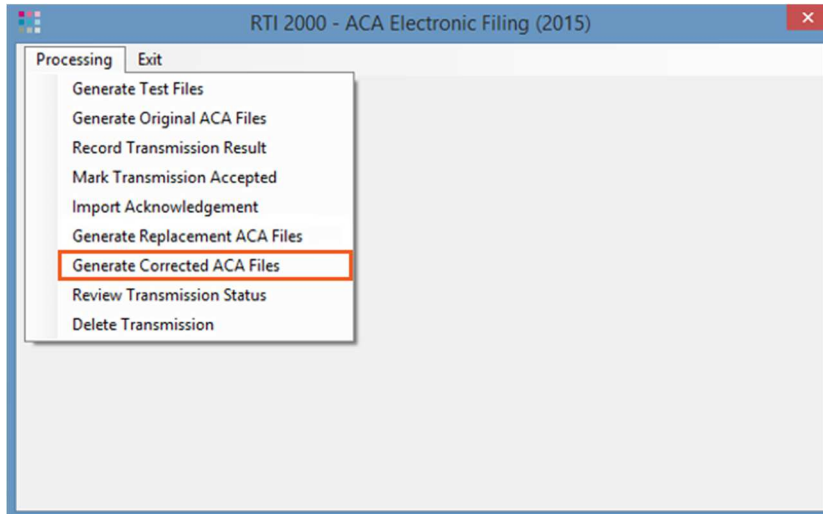
NOTE: The number of forms above should match the number of corrected files that will be submitted.

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



Step 2 – Select Generate Corrected ACA Files.

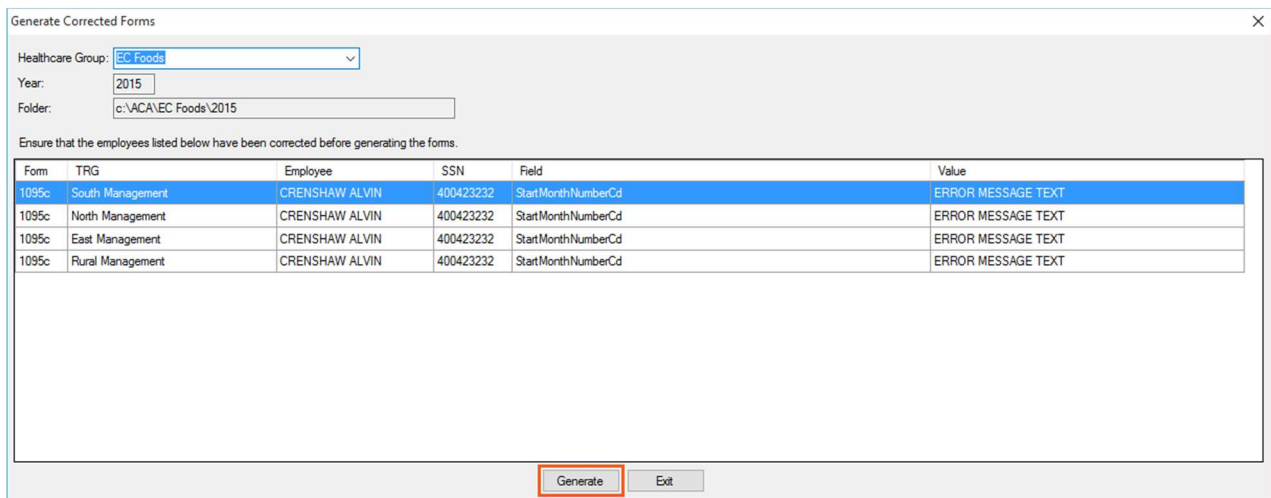
Under Processing, select **Generate Corrected ACA Files**.



Step 3 – Generate corrected forms.

With corrected forms, you are only resubmitting forms that had errors in the original submission file.

You'll see a list of employees with forms previously submitted. Confirm that these employees' information has been corrected through the overrides option.



Select **Generate**.

At this point, the submission process is the same as the original submission. Please see below for the steps to submit the corrected files to the IRS.

This process will need to be repeated until your transmission is **Accepted** by the IRS.



1094-C/1095-C Online Submission

IMPORTANT: If you're unable to confirm employee information, you might not reach a status of **Accepted**. Per the IRS, as long as you show a good faith effort to get their information, you should be fine. They recommended that you document your attempt to use E-Verify, and/or send a registered letter to the employee's address with a returned receipt requested. Per the IRS, as long as you make a good faith effort and document your attempts, you do not have to resolve every error to complete the online filing process. As a result, **Accepted with Errors** would be your final filing status in this scenario.

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.

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

Step 5 – Log in with your Username and Password.

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](#)



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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](#)

Step 7 – Submit the files.

Select **Upload ACA Forms**.

[Contact Us](#) | [Logout](#)

Affordable Care Act Information Returns

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 >

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.

CHECK TRANSMISSION STATUS >

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.



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IRS

[Contact Us](#) | [Home](#) | [Logout](#)

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, 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.

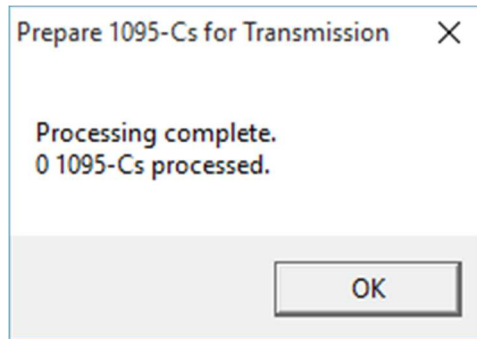


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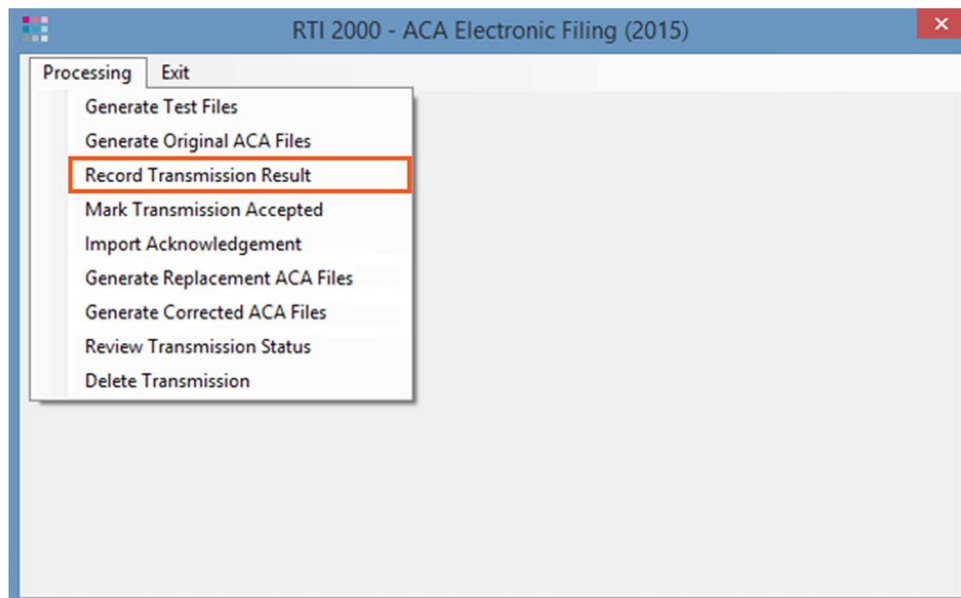
Step 8 – Record the Receipt ID in RTI Payroll.

Go to the same screen used to prepare the 1094-C information (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**.



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





1094-C/1095-C Online Submission

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

NOTE: The transmission includes all the completed groups.

Healthcare Group	Year	Transmission Type	Date/Time Generated	Receipt ID	Rejected
EC Foods, Inc.	2015	Corrected	5/20/2016 2:02:46 PM		<input type="checkbox"/>

Save Exit

Congratulations! You have completed the corrected files 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 transmission is completed. For detailed steps, select the [Steps to Check Live Submission Status](#) link on the 1094-C/1095-C online submission webpage.

NOTE: If your corrected submission is **Rejected**, you will need to submit corrected files again. Submitting replacement files for **Rejected** submissions only applies to original submissions.