



## Test Files Submission Common Issues and Solutions

### Error Code AIRMF3003 – Rejected Transmission – Error occurred in the TCC

The most common reason why a 1094-C/1095-C online test submission fails is that there is a mismatch between the information in RTI Payroll and the IRS TCC Application for one of the following items:

- EIN
- Legal Name
- Business Address

The following steps you through filling out the **Healthcare Group/EIN Worksheet** (available under step 2 on the 1094-C/1095-C online submission page) and then verifying the setup in both RTI Payroll and the IRS TCC application.

### Step 1 – Filling out the Healthcare Group/EIN Worksheet

This worksheet is to help ensure you have the correct information to fill out the 1094-C/1095-C information for RTI Payroll and the IRS TCC application.

To fill out the chart, take these steps:

- Fill out the Healthcare Group Name
  - If you are not sure what Healthcare Groups you have, check RTI Payroll (Payroll – Maintenance – Healthcare – Healthcare Groups). TCC - Leave blank until you receive this from the IRS TCC Application process

For each EIN/TRG in the Healthcare Group, fill out the following:

- EIN
- Legal Name
  - This is the business legal name with the government. You can get this from your last tax filing.
- Doing Business as Name
  - If your business goes by another name, enter it here.
  - If your business does not have an alias, then use your Legal Name
- Street Address, City, State, Zip (Utilities, Year End Functions, 1094-C Information)
  - This is the address that was used on the last tax filing
- Primary Transmitting EIN – Designate *one* EIN as the Primary Transmitting EIN for the Healthcare Group by putting a “Yes” in the last column. For all other EINs, leave this column blank.

**NOTE:** Only one EIN can be the Primary Transmitting EIN for the Healthcare group. It does not matter which EIN you select. However, this is the EIN you must use when filling out the TCC Application.

### Step 2 – Enter/Verify your EINs in RTI Payroll

- From the Payroll Menu, select Maintenance then **Tax Reporting Groups**.
- For each Tax Reporting Group:
  - Review and confirm you have the correct EIN recorded.



## 1094-C/1095-C Online Submission

### Step 3 – Enter/Verify the 1094-C Information in RTI Payroll

- In Payroll, select Utilities – Year End Functions – Enter 1094-C Information.
- Check the Name and Address for each Tax Reporting Group by selecting one Tax Reporting Group at a time and reviewing the information on the screen.
  - Verify the following:
    - The TRG Name must match the Legal Name for the business.
    - The Address must match the address used for the business on the last tax filing.

### Step 4 – Enter/Update the Healthcare Group Information

- In Payroll, select Maintenance – Healthcare – then Healthcare Groups.
- For each Healthcare Group:
  - Select the Primary Transmitting TRG (designated by a **Yes** in the last column of the spreadsheet)
  - Enter the TCC if you have it (if not, leave blank until you receive this from the IRS)

### Step 5 – Verify the information on your TCC application

- Go to the IRS website.
- Log in.
- Select the Organization
- On the Firm/Organization page, enter/verify the following:
  - The EIN for this Organization is the one that you placed a **YES** in the Primary Transmitting EIN column for the Healthcare Group on the worksheet.
  - The Legal Name and “Doing Business as Name” matches the worksheet.
  - The Street Address, City, State, Zip matches the worksheet.
- Complete for each Organization.