ACA Forms 1094, 1095 Electronic Filing Instructions

Each ACA transmittal you create is written to Account Ability's *Manifest Management and Testing* module (MMT) where it is ultimately manifested and submitted to the *Affordable Care Act Information Returns (AIR) System*.

Step 1 – Create the ACA Transmittal

- From the *File* menu of Form 1095-B or 1095-C, select 🖼️*Electronic Reporting*.
- Form 1095-C users will be prompted to review and complete Parts I-IV of Form 1094-C.
- *XML Output Options* – Specify a *Destination Folder* and optional *Jurat Signer Information*.
- ACA business rules are now verified. If an error is detected, processing stops.
- The transmittal's *Extensible Markup Language* (XML) is created in the *Destination Folder*.
- The transmittal is written to MMT where it is ready for manifesting.

Step 2 – Open the Manifest Management and Testing (MMT) Module

- Select *Manifest Management and Testing* from the *Module* menu to display the MMT grid.

    The MMT grid is a centralized view of all transmittals. Grid columns are defined below.

ID	Year	Form	Transmittal	Payees	M	T	Receipt ID	S

- o *ID*: Client ID or user defined ID assigned when uploading a transmittal.
- o *Year*: Tax year.
- o *Form*: Type of forms (1094/1095B, 1094/1095C)
- o *Transmittal*: Transmittal file specification.
- o *Payees*: Number of 1095 forms included in the transmittal.
- o *M (Mode)*: T = TEST; P = PRODUCTION.
- o *T (Type of Returns)*: O = ORIGINALS; C = CORRECTIONS; R = REPLACEMENT.
- o *Receipt ID*: Assigned by IRS after each submission < ⚠️ *Always record the Receipt ID* >
- o *S (Status)*: A = Accepted; E = Accepted with Errors; R = Rejected

    The button bar displayed at the bottom of MMT provides the tools needed to manage transmittals.

- o *Navigation buttons* (⏮️ ◀ ▶ ⏭️) move to the *first*, *previous*, *next*, or *last* record, respectively.
- o ➖ *Delete Transmittal*: Delete the selected transmittal from MMT.
- o 🔼 *Upload Transmittal*: Upload an external transmittal or IRS approved TEST scenario.
- o 🖼️*Properties*: Display information about the selected transmittal.
- o 🖼️ *View XML*: Display the selected transmittal's XML. *It is suggested that you have your IT manager install Microsoft's free XML Notepad 2007 from the Module menu and set it as your default XML viewer.*
- o 🖼️ *Notes*: Enter notes specific to the selected transmittal.
- o 🖼️ *Create Manifest*: Display the *Manifest Options* for the selected transmittal.
- o 🖼️*View Manifest*: Display the selected transmittal's manifest using your default XML viewer.
- o 🧑 *Enter Receipt ID*: Record the *Receipt ID* assigned by IRS.
- o 🔀 *Create XREF File*: XREF files are required when correcting 1095 returns.
- o ❓*Check Status*: Check the status of a submission.
- o ✳️ *Enter Status*: Record the status of a submission.
- o 🔍*Incremental Search*: Quickly locate transmittals by ID with each character typed.

Step 3 – Create a Manifest and Form File

Transmitters must upload *two* XML files to IRS AIR – A *Manifest* and a *Form File*. The *Manifest* contains information about the transmitter, the transmission, and the *Form File*. The *Form File* is <u>automatically</u> created with each *Manifest* by renaming your transmittal pursuant to the IRS *Form Data File Naming Convention,*

1094<formtype>_Request_<TCC>_<Date>T<TimeStamp>Z.xml, where formtype = B or C

After successfully creating a manifest, MMT displays the *Form File* in place of the transmittal.

Procedure for Creating a Manifest

- **Select (i.e. *click or right-click*) the transmittal to be manifested.**
- **Click 📑 *Create Manifest*.**
- ◈ ***Double-clicking a transmittal accomplishes the same results in a single step.***
- **The *Manifest Options* dialog is displayed.**
- **Enter your firm's name, address, contact, EIN, and *ACA Transmitter Control Code* (TCC).**
- ⚠️ *An ACA TCC is not the same as an IRS FIRE TCC. If you need to apply for an ACA TCC, see the Help menu.*
- **If you are replacing a previously rejected submission, select the *Original Receipt ID*.**
- **Click the 📑 *Create Manifest* button.**
- **A *Manifest* and *Form File* are created <u>in the same folder</u> as the selected transmittal.**
- **Jot down the name of the folder.**
- ◈ *If you forget the folder, select the transmittal and click 🖼️Properties.*

Step 4 – Upload the Manifest and Form File to IRS AIR

- **Click the *IRS AIR* button to access the *Affordable Care Act Information Returns (AIR) Program*.**
- **Select *AIR UI Channel Login - Production* from the *UI Channel Link* group.**
- **Enter your username and password.**
- **Click *Login.***
- **Select your organization (e.g. • (ACA) YOUR FIRM…)**
- **Click *Submit Selected Organization.***
- **Click UPLOAD ACA FORMS.**
- **Upload the *Manifest* and *Form file*.**
- **If successful, your submission will be assigned a *Receipt ID*.**
- **Copy the *Receipt ID* exactly as shown.**
- **Click 👤 *Enter Receipt ID* on the button bar and record the *Receipt ID*.**
- **When done, logout of AIR.**

Step 5 – Check and Record the Status of Your Submission

- **Select (i.e. *click or right-click*) the *Receipt ID* to be checked.**
- **Click ❓*Check Status < ◈ The Receipt ID you selected is copied to the clipboard >***
- **Login as you did in Step 4.**
- **Click CHECK SUBMISSION STATUS.**
- **Enter your TCC and *Receipt ID < ◈ Recall that the Receipt ID is on the clipboard >* then click *Find*.**
- **If *Accepted*, then you are done with this transmittal.**
- **If *Rejected*, a new transmittal and *Manifest*, <u>possibly a REPLACEMENT</u>, will be required.**
- **If *Accepted with Errors*, click the DOWNLOAD button and save the *Acknowledgement* file.**
- **Click 🔴*Enter Status* to record the status of your submission.**
- ◈ *If Accepted with Errors, print at least one copy of the Correction Processing Instructions.*