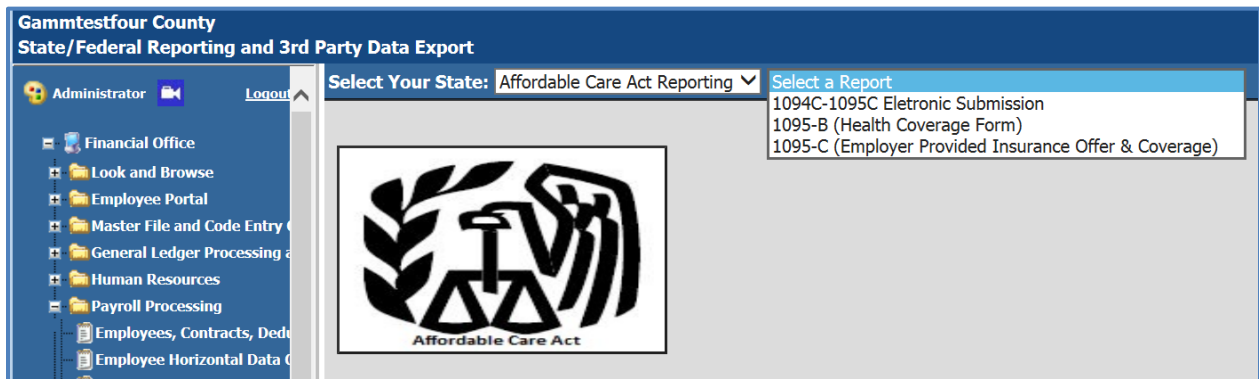


The electronic submission of ACA 1094c and 1095c to the Internal Revenue Service has a set of rules and processes that must be followed. These IRS requirements are defined on the IRS web-site. We would strongly advise you to review the IRS requirements and, if needed, directly contact the IRS via telephone.

To prepare information to upload to the IRS, we have created a new web page specifically to address the electronic submission needs.

The new SDS web page provides the ability to create and download to your local desktop the IRS required test files, and the IRS 1094c and 1095c electronic submissions.

To access the SDS electronic submission web page, access the “State/Federal Reporting and 3rd Party Date Export” menu selection. When the reporting screen displays select the “Affordable Care Act Reporting” option. Select “1094c – 1095c Electronic Submission” from the report drop down list.



After making the Electronic Submission selection the following screen will display.



The Electronic Submission interface to the SDS system consists of the following 5 steps.

- 1) Fill out Transmitter and 1094c information. The screen has several areas which must be completed. Make sure you scroll your screen to view all the elements required.
- 2) When submitting information to the IRS, you will either be submitting test information or production information. When you select the "Test" option you will then be able to select which test you will use in step 3, 4 and 5 of our process. In production mode, you will follow the same process as the test process.
- 3) "Create Files for 1094c/1095c" will create data files formatted based on the current IRS specifications.
- 4) Select "Download File" to save the created data files to your local machine. Because of the sensitive nature of the data being saved, a password has been added to the downloaded file. The password will be your TCC number.
- 5) Access the IRS web-site. Follow the IRS instructions to login and transmit either the Test files, or the Production Files included in the password protected file you downloaded in step 4.

NOTE:

If Production is selected:	If Test is selected:																										
<table border="1"> <thead> <tr> <th colspan="2" data-bbox="191 1016 896 1058">Instructions</th> </tr> </thead> <tbody> <tr> <td data-bbox="191 1064 224 1100">1.</td> <td data-bbox="228 1064 896 1100">Fill out Transmitter and 1094C information below</td> </tr> <tr> <td data-bbox="191 1106 224 1142">2.</td> <td data-bbox="228 1106 896 1142"><input checked="" type="radio"/> Production <input type="radio"/> Test</td> </tr> <tr> <td data-bbox="191 1148 224 1184">3.</td> <td data-bbox="228 1148 896 1184"><u>Create Files for 1094C/1095C</u></td> </tr> <tr> <td data-bbox="191 1190 224 1226">4.</td> <td data-bbox="228 1190 896 1226">(Download File)</td> </tr> <tr> <td data-bbox="191 1232 224 1268">5.</td> <td data-bbox="228 1232 896 1268"><u>IRS Upload Site (Live)</u></td> </tr> </tbody> </table>	Instructions		1.	Fill out Transmitter and 1094C information below	2.	<input checked="" type="radio"/> Production <input type="radio"/> Test	3.	<u>Create Files for 1094C/1095C</u>	4.	(Download File)	5.	<u>IRS Upload Site (Live)</u>	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="920 1016 1546 1058">Instructions</th> </tr> </thead> <tbody> <tr> <td data-bbox="920 1064 953 1100">1.</td> <td data-bbox="958 1064 1546 1100">Fill out Transmitter and 1094C information below</td> </tr> <tr> <td data-bbox="920 1106 953 1142">2.</td> <td data-bbox="958 1106 1546 1142"><input type="radio"/> Production <input checked="" type="radio"/> Test</td> </tr> <tr> <td data-bbox="920 1148 953 1184"></td> <td data-bbox="958 1148 1546 1184"><input type="radio"/> 3-0 <input type="radio"/> 4-0 <input type="radio"/> 5-0 <input type="radio"/> 7-0 <input type="radio"/> 4C-0 <input type="radio"/> 5C-0 <input type="radio"/> 7C-0</td> </tr> <tr> <td data-bbox="920 1190 953 1226">3.</td> <td data-bbox="958 1190 1546 1226"><u>Create Files for 1094C/1095C</u></td> </tr> <tr> <td data-bbox="920 1232 953 1268">4.</td> <td data-bbox="958 1232 1546 1268">(Download File)</td> </tr> <tr> <td data-bbox="920 1274 953 1310">5.</td> <td data-bbox="958 1274 1546 1310"><u>IRS Upload Site (Test)</u></td> </tr> </tbody> </table>	Instructions		1.	Fill out Transmitter and 1094C information below	2.	<input type="radio"/> Production <input checked="" type="radio"/> Test		<input type="radio"/> 3-0 <input type="radio"/> 4-0 <input type="radio"/> 5-0 <input type="radio"/> 7-0 <input type="radio"/> 4C-0 <input type="radio"/> 5C-0 <input type="radio"/> 7C-0	3.	<u>Create Files for 1094C/1095C</u>	4.	(Download File)	5.	<u>IRS Upload Site (Test)</u>
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